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# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

A. Lee Munson  
Carlota Texidor del Portillo  
Cleo Donovan  
Louis Hop Lee  
Timothy L. Porter  
John J. Walsh  
Albert C. Walker

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

General Manager, Personnel  
Assistant Secretary

## MINUTES

DOCUMENTS DEPT.

JAN 7 1988

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REGULAR MEETING - JANUARY 4, 1988

PART I - 2 P.M.

Present: Commissioner Donovan  
Commissioner Lee  
Commissioner Munson

(Items Missed: 1, 2, 3 5,  
6, 7 and 9)

Commissioner Texidor del Portillo

Commissioner Munson presided. (except items 1, 2, 3, 5, 6, 7, and 9 -  
Commissioner Texidor del Portillo presided)

MINUTES: Regular Meeting of December 7, 1987.

Approve.

### ANNOUNCEMENTS:

Due to a conflict between the dates of two legal holidays and the dates of regularly scheduled Civil Service Commission meetings, the Civil Service Commission has changed its January and February meeting schedule and has cancelled its meetings of January 18, 1988 (Martin Luther King Jr.'s Birthday Holiday), and February 15, 1988 (George Washington's Birthday Holiday). The Commission will meet as follows in January and February:

January 25, 1988:	Room 2C (Basement) City Hall (Salary Standardization only)
February 1, 1988:	Room 282 City Hall (as regularly scheduled)
February 22, 1988:	Room 2C (Basement) City Hall

### CLASSIFICATION MATTERS

1256-87 Classification of one newly budgeted position for the San Francisco International Airport. (Calendar Item No. 6)

Action: Adopt staff report.

1. Establish a new classification of 3560 Director, Bureau of Exhibits and Cultural Education, Airport (J,2 Sch. 60.6 \$175682135). Class specification as detailed in the staff report.



CLASSIFICATION MATTERS (cont.)

1256-87  
(cont.)

2. Allocate one position approved in the budget as A789 Director, Bureau of Exhibitions and Cultural Education (J \$1936B2354) to Class 3560 Director, Bureau of Exhibits and Cultural Education, Airport.
3. Amend the Annual Salary Ordinance accordingly.

1299-87 Appeal of decision of the General Manager, Personnel denying use of Class 9740 Staff Assistant IV, Special Project located at San Francisco Community College. (Calendar Item No. 15)

December 7, 1987: Over to the meeting of January 4, 1988 due to 2 to 1 vote.

Action: Over to the meeting of February 1, 1988 at request of staff.

1311-87 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
291-87/88	Public Health	Superior Business Services
292-87/88	Public Health	Noel A. Day
293-87/88	Public Health	Brian C. Kuester
294-87/88	Public Health	Paul Gibson
295-87/88	Public Health	Irwin Memorial Blood Bank
296-87/88	Public Health	University of California: Poison Control/Toxic-Info Center
297-87/88	Airport	Wallace, Mah, & Co.
298-87/88	Airport	Dames and Moore
299-87/88	Arts Commission	Genevieve Baird
300-87/88	Arts Commission	Dan Peterson, Interactive Resources
301-87/88	CAO	Bendix Environmental Research
302-87/88	CAO	David Prowler
303-87/88	Controller	Wallace, Mah & Co.
304-87/88	Mayor's Office	Martin Gustavson, S.F. Redevelopment Agency
305-87/88	Port	Moffatt & Nichol/AGS/Kwan Henmi; an association
306-87/88	Public Library	Friends of the S.F. Public Library
307-87/88	Public Utilities Commission	Raymond Brooks Engineering





CLASSIFICATION MATTERS (cont.)

1311-87  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
308-87/88	Public Utilities Commission	Michael Rhea & Associates
309-87/88	Public Utilities Commission	Newcomb Anderson Associates
310-87/88	Public Utilities Commission	Manna Consultants, Inc.
311-87/88	Public Utilities Commission	Dennis L. Barr & Associates
312-87/88	Public Works	Signet Testing Laboratory, Inc.
313-87/88	Public Works	Graphic Reproductions
314-87/88	Public Works	Bogatay Architects
315-87/88	Public Works	Henry L. Chapot and Associates
316-87/88	Public Works	AGS, Inc.
317-87/88	Public Works	NC & HE Ltd.
318-87/88	Social Services	University of California, Early Parenting Project
319-87/88	Social Services	S.F. Educational Services
320-87/88	Social Services	S.F. State University
321-87/88	Social Services	The Episcopal Sanctuary
322-87/88	Fire	Maureen Barry
323-87/88	Public Health	Evelyn Cohen & Associates
324-87/88	Public Health	Data Processing & Accounting Services
325-87/88	Public Health	Allied Ambulance, Inc.
326-87/88	Controller	Gentry, Inc.
327-87/88	Controller	Gentry, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1312-87 Classification of positions in various City departments.  
(Calendar Item No. 5)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	2	9976 Community Relations Specialist, SFUSD (Sch. 45.4 \$850B1027)	Same
Public Health/ Mental Program	1	2930 Psychiatric Social Worker (Sch. 52.5 \$1191B1443)	Same
Public Health/ Central Office	1	1654 Principal Accountant (Sch. 53.9 \$1273B1543)	Same



CLASSIFICATION MATTERS (cont.)

1312-87 (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	PUC/Muni	1	1823 Senior Administrative Analyst (Sch. 56.5 \$1443B1748)	Same
	PUC/Water	1	1480 Water Services Clerk (Sch. 47.8 \$952B1152)	Same

Action: Adopt staff report.

1313-87 Retitling and amendment of class specification for Class 5212 Principal Civil Engineer. (Calendar Item No. 7)

Action: Adopt staff report.

1. Retitle and amend Class 5212 Principal Civil Engineer (Sch. 66.3 \$2319B2819) to Class 5212 Principal Engineer. Class specification as detailed in the staff report.
2. Status of incumbents and eligibles continues without change.
3. Administratively amend the Annual Salary Ordinance to reflect this action.

COMPENSATION MATTERS

2234-87 Request for reconsideration of staff denial of Supervisory Differential Request of employee in Class 9155 Claims Investigator. (Calendar Item No. 14)

October 19, 1987: Over to the meeting of November 2, 1987 at request of appellant's attorney.

November 2, 1987: Over to the meeting of January 4, 1988 at request of appellant's attorney.

Action: Over to the meeting of February 1, 1988 at the request of Local 250.

2330-87 Salary Standardization - Fiscal Year 1988-89. (Calendar Item No. 13)

Action: Adopt staff report. Post for two weeks; forward to the Board of Supervisors.

EXAMINATION MATTERS

3155-87 Appeal of staff denial of a protest of the oral examination for Class 2323 Clinical Nurse Specialist, Inpatient Services and Mental Health Programs, List D, Psychiatric Services. (Calendar Item No. 16)

December 7, 1987: Over to the meeting of January 4, 1988 at appellant's request.

Action: Adopt staff report; grant minimum passing score to Rosemary Karr and amend list accordingly.



EXAMINATION MATTERS (cont.)

3358-87 Request that Class 2905 Senior Eligibility Worker be issued on promotive only basis. (Calendar Item No. 10)

Action: Over to the meeting of February 1, 1988 at the joint request of the Department of Social Services and Local 535.

IN-SERVICE MATTERS

6298-87 Proposed amendment to Civil Service Commission Rule 1, Section 1.03A - Policy, and Section 1.03F - Discrimination Complaints. (Calendar Item No. 9)

October 5, 1987: Post for adoption following completion of meet and confer.

Action: Amend Rule 1, Section 1.03 as proposed.

6325-87 Request for exempt status for as-needed Class 2320 Registered Nurses, Department of Public Health (Implementation of Proposition K - November 3, 1987 election). (Calendar Item No. 8)

Action: Over to the meeting of February 1, 1988 at request of Local 790.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 4, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Christine Bahr, H2 Firefighter, LT, San Francisco Fire Department, 12/2/87. (Calendar Item No. 22) (1)

Action: Over to the meeting of February 22, 1988 at request of Ms. Bahr's attorney.

Larry Brown, 9163 Transit Operator, 250/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/19/87. (Calendar Item No. 23) (3)

November 16, 1987: Over to the meeting of December 7, 1987 at Mr. Brown's request.

December 7, 1987: Over to the meeting of January 4, 1988 at the request of the Public Utilities Commission.

Action: Off calendar at the request of the Public Utilities Commission.

Magnolia Ester, 1497 Supervising Clerk I, LT, Department of Public Health, San Francisco General Hospital Medical Center, 11/23/87. (Calendar Item No. 20) (1)

Action: Approve.

Patricia Green, 2302 Orderly, 16/E-320, Department of Public Health, Laguna Honda Hospital, 11/22/87. (Calendar Item No. 26) (4)

Action: Over to the meeting of February 1, 1988 at request of Local 250.

Willa Haggerty, 2302 Orderly, 42/E-320, Department of Public Health, Laguna Honda Hospital, 11/20/87. (Calendar Item No. 25) (4)

Action: Over to the meeting of February 1, 1988 at request of Local 250.





Steven V. Lutes, 1823 Senior Administrative Analyst, LT, Office of Citizen Complaints, 9/8/87. (Calendar Item No. 18) (1)

October 19, 1987: Over to the meeting of November 2, 1987 at the request of the Office of Citizen Complaints.

November 2, 1987: Over to the meeting of December 7, 1987 at the request of the Office of Citizen Complaints.

December 7, 1987: Over to the meeting of January 4, 1988 at the request of the Office of Citizen Complaints.

Action: Over to the meeting of February 1, 1988 at the request of the Office of Citizen Complaints.

Kathryn Morrison, H2 Firefighter, LT, San Francisco Fire Department, 12/2/87. (Calendar Item No. 21) (1)

Action: Over to the meeting of February 22, 1988 at request of Ms. Morrison's attorney.

John Patton, 2604 Food Service Worker, 40/E-6, Department of Public Health, Laguna Honda Hospital, 7/17/87. (Calendar Item No. 24) (4)

August 17, 1987: Over to the meeting of September 21, 1987 recessed to at Mr. Patton's request.  
September 3, 1987

September 21, 1987: Over to the meeting of November 16, 1987 at the request of Local 250.

November 16, 1987: Over to the meeting of December 7, 1987 at the request of the Department of Public Health.

December 7, 1987: Over to the meeting of January 4, 1988 at the request of the Department of Public Health.

Action: Future employment subject to review and approval of the General Manager, Personnel after submission of evidence of six (6) months satisfactory progress in a drug rehabilitation program.

Lawrence Reese, 7375 Apprentice Stationary Engineer, Sewage Plant, Department of Public Works, Water Pollution Control, 7/3/87. (Calendar Item No. 28) (6)

August 3, 1987: Over to the meeting of September 21, 1987 at Mr. Reese's request.

September 21, 1987: Over to the meeting of November 2, 1987 at Mr. Reese's request.

November 2, 1987: Over to the meeting of November 16, 1987 at Mr. Reese's request.

November 16, 1987: Over to the meeting of January 4, 1988 at the request of Mr. Reese's attorney.

Action: Over to the meeting of February 1, 1988 at request of Mr. Reese's attorney.



Patricia Sueuga, 2903 Eligibility Worker, 63/CPE-18, Department of Social Services, 11/13/87. (Calendar Item No. 27) (4)

Action: Over to the meeting of February 1, 1988 at request of Local 535.

J. C. Taylor, 2736 Porter, 63/E-53, Department of Public Health, Laguna Honda Hospital, 11/25/87. (Calendar Item No. 30) (7)

Action: Off calendar. Mr. Taylor to contact the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County pending final Civil Service Commission determination.

Gary Vradenburg, 7372 Stationary Engineer, Sewage Plant, LT, Department of Public Works, Water Pollution Control, 10/19/87. (Calendar Item No. 19) (1)

November 16, 1987: Off calendar at the request of the Department of Public Works.

Action: Approve.

Cherylynn Washington, 1404 Clerk, 28/CPE-2, Department of Public Health, San Francisco General Hospital Medical Center, 9/16/87. (Calendar Item No. 29) (6)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after completion of one year's satisfactory work experience outside the City and County service.

#### INDIVIDUALS' REQUESTS TO SPEAK

None.

#### A D J O U R N M E N T

In memory of Reuben H. Zumwalt, M.D., former Civil Service Commission Medical Examiner, who died on December 6, 1987.



1285-87    Review of request for approval of proposed personal services contract. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
261-87/88	Public Utilities Commission	R.C. Research, Inc.

November 16, 1987:            Contract Number 261-87/88 over to the meeting of December 7, 1987.

Action:        Adopt staff report; notify the offices of the Controller and the Purchaser.

1289-87    Survey of one position in Class 5209 Industrial Engineer at the Port of San Francisco. (Calendar Item No. 8)

Action:        Adopt staff report.

1.    Establish a new class of 9367 Operational Systems Engineer, Port (Z Sch. 57.3 \$1499B1818). Draft class specification detailed in the staff report.
2.    Allocate one permanent position in Class 5209 Industrial Engineer at the Port to Class 9367 Operational Systems Engineer, Port.
3.    Grant status rights in Class 9367 Operational Systems Engineer, Port to incumbents in Class 5209 Industrial Engineer and to eligibles on the current 5209 list.
4.    Advise the Department to submit a Supplemental Appropriation to adjust its budget.
5.    Amend the Annual Salary Ordinance to reflect this action.

1292-87    Request to grant status in Class 9385 General Services Officer, Port. (Calendar Item No. 10)

Action:        Adopt staff report. Grant status in Class 9385 General Services Officer, Port (Sch. 48.5 \$984B1191) to Mr. Charles Bevan, a permanent Port employee currently identified as an A774 Yardchecker.

1295-87    Classification of positions in various City departments. (Calendar Item No. 7)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Controller	1	1273 Director of Personnel and Staff Development (Sch. 63.4 \$2014B2449)	Same
Human Rights Commission	1	2992 Contract Compliance Officer I (Sch. 56.0 \$1407B1706)	Same
	1	2978 Contract Compliance Officer II (Sch. 62.7 \$1946B2365)	Same





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

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Cleo Donovan  
Louis Hop Lee

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Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## SPECIAL MEETING MINUTES

JANUARY 25, 1988

ROOM 2C (BASEMENT) CITY HALL

2 P.M.

Present: Commissioner Donovan  
Commissioner Lee  
Commissioner Munson

Excused: Commissioner Texidor del Portillo

Commissioner Munson presided.

### COMPENSATION MATTERS

2006-88 Pay Equity Report for Fiscal Year 1988-89.

Action: Adopt staff report; forward to the Mayor and the Board of Supervisors.

The Commission approved this staff report with the understanding that the "piggy-back" class allocation methodology which has been utilized last year and this year is not reliable and subject to challenge. The Commission urges that the methodology of calculating these pay adjustments be replaced with a more comprehensive method and that funds be allocated to conduct the study in order to fulfill its Charter mandate. The Commission directed that the current methodology should not be used after this year.







# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

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## MINUTES

DOCUMENTS DIVISION

FEB 5 1988

SAN FRANCISCO  
PUBLIC LIBRARY

REGULAR MEETING - FEBRUARY 1, 1988

PART I - 2 P.M.

Present: Commissioner Donovan  
Commissioner Lee  
Commissioner Munson  
Commissioner Texidor del Portillo

(Items Missed: 18 through  
32)

Commissioner Munson presided

MINUTES: Regular Meeting of January 4, 1988

Action: Approve.

### ANNOUNCEMENT

Due to the Washington's Birthday Holiday on February 15, 1988 which conflicts with the date of a regular Civil Service Commission meeting, the Civil Service Commission will next meet on Monday, February 22, 1988 in Room 2C (Basement) City Hall.

The Commission will consider items of regular business (classification, compensation, examination and in-service matters) at 2 P.M. Separations from the Service will be considered following the completion of regular business; however, a roll call of those persons whose names appear on the Separations agenda will be held at 3 P.M.

The Commission will resume its regular meeting schedule of the first and third Mondays of each month with the meeting of March 7, 1988.

### CLASSIFICATION MATTERS

1012-88 Amendment and Retitling of the specification for Class 6140 Hazardous Materials Program Manager and classification of one budgeted position in the Department of Public Health.  
(Calendar Item No. 8)

Action: Adopt staff report.

1. Amend and retitle the specification for classification 6140 Hazardous Materials Program Manager to 6140 Hazardous Materials Permit Program Manager. Class specification as detailed in the staff report.



CLASSIFICATION MATTERS (cont.)

1012-88  
(cont.)

2. Allocate one position currently budgeted as A648 Program Manager, Hazardous Materials (Sch. \$1748B2124) to Class 6140 Hazardous Materials Permit Program Manager (Sch. Z 60.5 \$1748B2124).
3. Amend Section 830500 of the Annual Salary Ordinance administratively.

1013-88 Classification of three budgeted positions in the new classification of 6139 Senior Industrial Hygienist, Department of Public Health. (Calendar Item No. 9)

Action: Adopt staff report.

1. Establish new classification of 6139 Senior Industrial Hygienist (J,Z Sch. 61.0 \$1791B2178). Class specification as detailed in the staff report.
2. Allocate two positions currently budgeted as A613 Hazardous Materials Manager (J \$2297B2793) to the new classification.
3. Allocate one position currently budgeted as 9746 Staff Assistant VII, Special Project, (\$2066B2066) to the new classification.
4. Advise the department to revise its 1988/89 budget request to reflect budgetary changes reflected in this report.
5. Amend Section 830500 of the Annual Salary Ordinance accordingly.
6. Advise the Decentralized Civil Service Unit of the Department of Public Health to conduct an examination for the positions in this class.

1014-88 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project Series, as Senior Hospital Eligibility Supervisors, San Francisco General Hospital. (Calendar Item No. 10)

Action: Adopt staff report. Approve use of Class 9742 Staff Assistant V, Special Project, (\$1554/BW) to employ three Senior Hospital Eligibility Supervisors, San Francisco General Hospital Medical Center, for a one year period pending establishment of a new classification.

1015-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
328-87/88	Public Health	Youth Projects, Inc.
329-87/88	Public Health	PT/OT Registry
330-87/88	Public Health	Capital Inventory
331-87/88	Public Health	University of California, San Francisco General Hospital



CLASSIFICATION MATTERS (cont.)1015-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
332-87/88	Public Health	Bayview-Hunter's Point Foundation
333-87/88	Public Health	Youth Environment Study
334-87/88	Airport	O'Brien Kreitzberg & Associates
335-87/88	Arts Commission	Martha Heavenston
336-87/88	Arts Commission	Patricia Johanson
337-87/88	Human Rights Commission	Stanford Mid-Peninsula Urban Coalition Operation Sentinel
338-87/88	Police	Kurt Burgess, Body Assessment
339-87/88	Public Utilities Commission	Paint Productions Inc. (Miracle) Fleet Colors Inc.
340-87/88	Public Utilities Commission	Transit Maintenance Consulting
341-87/88	Public Utilities Commission	International Transit Services
342-87/88	Public Utilities Commission	John Nimmons & Associates
343-87/88	Public Utilities Commission	A. Lee Knight
344-87/88	Public Works	CH2M Hill California, Inc.
345-87/88	Public Works	Henry L. Chapot
346-87/88	Public Works	EQE, Inc. and AGS, Inc.
347-87/88	SFUSD	Arbor-Vitae Tree Service
348-87/88	SFUSD	Thermo Analytical, Inc.
349-87/88	SFUSD	Foster Engineering, Inc.
350-87/88	Social Services	Raphael House of the Holy Order of Mans
351-87/88	Fire	EQE Inc.
352-87/88	Controller	Larry G. Lingbloom & Ann Thompson
353-87/88	Public Utilities Commission	Parsons, Brinckerhoff, Quade and Douglas, Inc.
354-87/88	Public Works	Manna Consultants, Inc.
355-87/88	Public Works	Roland Spears
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	



CLASSIFICATION MATTERS (cont.)

1016-88 Classification of positions in various City departments.  
(Calendar Item No. 6)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health SFGH	1	2430 Medical Evaluations Assistant (Sch. 44.3 \$807B975)	1426 Senior Clerk Typist Sch. 43.1 \$762B920
Public Health LHH	2	2426 Radiologic Technologist II (Sch. 48.6 \$989B1197)	Same
	1	2908 Hospital Eligibility Worker (Sch. 46.0 \$874B1057)	Same

Action: Adopt staff report.

1017-88 Request to make two temporary exempt appointments per Charter  
Section 8.300(5) in the Office of the Mayor. (Calendar Item No. 11)

Action: Adopt staff report.

1. Approve the temporary exempt appointment of Mr. Claude Everhart to a position in Class 1898 Executive Deputy for Program and Fiscal Administration in accordance with Charter Section 8.300(5) effective January 11, 1988.
2. Approve the appointment of Mr. Everhart at the top step (\$3295/BW) of the range for Class 1898 per Section VII-A.3.B. of the Salary Standardization Ordinance effective January 11, 1988.
3. Approve the temporary exempt appointment of Ms. Ellie Ortiz to a position in Class 9786 Assistant to the Mayor III in accordance with Charter Section 8.300(5) effective January 11, 1988.
4. Approve the appointment of Ms. Ortiz at the top step (\$1603/BW) of the two step range for Class 9786 per Section VII-A.3.B. of the Salary Standardization Ordinance effective January 11, 1988.

1019-88 Renewal of personal services contract between Civil Service  
Commission and Milliman and Robertson, Inc. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
356-87/88	Civil Service Commission	Milliman & Robertson Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1299-87 Appeal of decision of the General Manager, Personnel denying use of  
Class 9740 Staff Assistant IV, Special Project, located at San  
Francisco Community College. (Calendar Item No. 17)

December 7, 1987: Over to the meeting of January 4, 1988 due  
to 2 to 1 vote.





CLASSIFICATION MATTERS (cont.)

1299-87

(cont.)

January 4, 1988:

Over to the meeting of February 1, 1988 at request of staff.

Action: Adopt staff report.

1. Deny the request of the San Francisco Community College District to utilize a position in Class 9740 Staff Assistant IV, Special Project.
2. Authorize the temporary exemption of one position in Class 1242 Personnel Analyst at the San Francisco Community College District pursuant to Charter Section 8.300 for the period July 1, 1987 to March 1, 1988 and authorize the appointment of Steven Hale at Step 3 in the compensation schedule for Class 1242 in this position for this period.

COMPENSATION MATTERS

2008-88

Request for appointment above the entrance rate for various employees. (Calendar Item No. 7)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Gregory A. Barge 8176 Trial Attorney	District Attorney	5	5
John C. Vinson 8176 Trial Attorney	District Attorney	5	5
John M. Farrell 8176 Trial Attorney	District Attorney	5	5
Randolph Spears 6331 Building Inspector	Public Works	3	3
William Buenger 9357 Chief Wharfinger	Port	5	5
Jane K. Howell 8146 District Attorney Investigator	District Attorney	3	3
Robbie Yoakum 1920 Inventory Clerk	Public Works	2	2
Susan L. Wiginton 7514 General Laborer	Airport	5	5
Theresa Ozoa 8176 Trial Attorney	City Attorney	2	2
David Benjamin 8182 Head Attorney	City Attorney	5	5
G. Scott Emblidge 8178 Senior Attorney	City Attorney	2	2
Stanley H. Baroff 9210 Airport Police Officer	Airport	5	5
Michael Chamberland 9210 Airport Police Officer	Airport	5	5
Leslie R. Peters 9210 Airport Police Officer	Airport	5	5



COMPENSATION MATTERS (cont.)

2008-88  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Barry P. Helft 8174 Attorney, Civil & Criminal	Public Defender	2	2
Action: Adopt staff report.			

2234-87 Request for reconsideration of staff denial of Supervisory Differential Request of employee in Class 9155 Claims Investigator. (Calendar Item No. 16)

October 19, 1987: Over to the meeting of November 2, 1987 at request of appellant's attorney.

November 2, 1987: Over to the meeting of January 4, 1988 at request of appellant's attorney.

January 4, 1988: Over to the meeting of February 1, 1988 at the request of Local 250.

Action: Adopt staff report; deny request of Arnold Jones.

EXAMINATION MATTERS

3002-88 Appeal of staff's denial of protest on results of performance portion of the examination for Class 3208 Pool Lifeguard. (Calendar Item No. 18)

Action: 1. Adopt staff report; deny appeals of Suzanne Escalante, Kathleen Matias and Gregory E. Weir.  
2. Staff is directed to administer the examination for Class 3208 within the next six (6) months.

3005-88 Appeal of background rejection for Class 8202 Security Guard. (Calendar Item No. 19)

Action: Adopt staff report; deny appeal of Darryl A. Brown.

3358-87 Request to administer the examination for Class 2905 Senior Eligibility Worker on a promotional only basis. (Calendar Item No. 13)

January 4, 1988: Over to the meeting of February 1, 1988 at the joint request of the Department of Social Services and Local 535.

Action: Adopt staff report.

IN-SERVICE MATTERS

4074-88 Civil Service Commission Budget Request for Fiscal Year 1988-89. (Calendar Item No. 31)

Action: Approve; forward to the Mayor.



IN-SERVICE MATTERS

6325-87 Request for exempt status for as-needed Class 2320 Registered Nurses, Department of Public Health (Implementation of Proposition K - November 3, 1987 election). (Calendar Item No. 12)

January 4, 1988: Over to the meeting of February 1, 1988 at request of Local 790.

Action: Adopt staff report.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 1, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Dexter Cooper, 2708 Custodian, 122/E-3, San Francisco Unified School District, 12/28/87. (Calendar Item No. 29) (7)

Action: Off calendar at the request of Local 790. Local 790 to notify the Assistant Secretary when prepared to proceed. Mr. Cooper to remain ineligible for all employment with the City and County of San Francisco and the School Districts pending final determination by the Civil Service Commission.

Jesus C. Cruz, 7514 General Laborer, 38/E-7, Department of Public Works, 12/11/87. (Calendar Item No. 26) (4)

Action: Over to the meeting of February 22, 1988 at Mr. Cruz's request.

Patricia Green, 2302 Orderly, 16/E-320, Department of Public Health, Laguna Honda Hospital, 11/22/87. (Calendar Item No. 21) (4)

January 4, 1988: Over to the meeting of February 1, 1988 at request of Local 250.

Action: Over to the meeting of February 22, 1988 at the request of Local 250.

Willie Haggerty, 2302 Orderly, 42/E-320, Department of Public Health, Laguna Honda Hospital, 11/20/87. (Calendar Item No. 22) (4)

January 4, 1988: Over to the meeting of February 1, 1988 at request of Local 250.

Action: Over to the meeting of February 22, 1988 at the request of Local 250.

James E. Head, 2903 Eligibility Worker, 60/CPE-18, Department of Social Services, 12/16/87. (Calendar Item No. 24) (4)

Action: Over to the meeting of February 22, 1988 at Mr. Head's request.





Charles Johnson, 2736 Porter, 8/E-54, Department of Public Health, San Francisco General Hospital Medical Center, 10/27/87. (Calendar Item No. 28) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Steven V. Lutes, 1823 Senior Administrative Analyst, LT, Office of Citizen Complaints, 9/8/87. (Calendar Item No. 30) (1)

October 19, 1987: Over to the meeting of November 2, 1987 at the request of the Office of Citizen Complaints.

November 2, 1987: Over to the meeting of December 7, 1987 at the request of the Office of Citizen Complaints.

December 7, 1987: Over to the meeting of January 4, 1988 at the request of the Office of Citizen Complaints.

January 4, 1988: Over to the meeting of February 1, 1988 at the request of the Office of Citizen Complaints.

Action: Over to the meeting of February 22, 1988 at the request of the Office of Citizen Complaints.

Lawrence Reese, 7375 Apprentice Stationary Engineer, Sewage Plant, Department of Public Works, Water Pollution Control, 7/3/87. (Calendar Item No. 27) (6)

August 3, 1987: Over to the meeting of September 21, 1987 at Mr. Reese's request.

September 21, 1987: Over to the meeting of November 2, 1987 at Mr. Reese's request.

November 2, 1987: Over to the meeting of November 16, 1987 at Mr. Reese's request.

November 16, 1987: Over to the meeting of January 4, 1988 at the request of Mr. Reese's attorney.

February 1, 1988: Over to the meeting of February 1, 1988 at request of Mr. Reese's attorney.

Action: Over to the meeting of February 22, 1988 due to Mr. Reese's late arrival.

Nelson B. Smith, 8316 Assistant Counselor, 8/E-13, Juvenile Court, Juvenile Hall, 12/18/87. (Calendar Item No. 25) (4)

Action: Over to the meeting of February 22, 1988 at the request of Juvenile Court.



Patricia Sueuga, 2903 Eligibility Worker, 63/CPE-18, Department of Social Services, 11/13/87. (Calendar Item No. 23) (4)

January 4, 1988: Over to the meeting of February 1, 1988 at request of Local 535.

Action: Over to the meeting of February 22, 1988 at the request of the Department of Social Services.

INDIVIDUALS' REQUESTS TO SPEAK

None.

A D J O U R N M E N T





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

A. Lee Munson  
Carlota Texidor del Portillo  
Cleo Donovan  
Louis Hop Lee

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

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FEB 26 1988

SAN FRANCISCO  
PUBLIC LIBRARY

REGULAR MEETING - FEBRUARY 22, 1988

PART I - 2 P.M.

Present: Commissioner Donovan  
Commissioner Lee  
Commissioner Munson  
Commissioner Texidor del Portillo

Commissioner Munson presided

MINUTES: A. Special Meeting of January 25, 1988  
B. Regular Meeting of February 1, 1988

Action: Approve.

### CLASSIFICATION MATTERS

1020-88 Retitling and amendment of class specification for Class 5189 Deputy General Manager and Chief Engineer, Public Utilities Commission. (Calendar Item No. 5)

Action: Adopt staff report.

1. Retitle and amend Class 5189 Deputy General Manager and Chief Engineer, Public Utilities Commission (Z, \$3621B3621) to Class 5189 Manager, Utilities Engineering Bureau, Public Utilities Commission. Class specification as detailed in the staff report.
2. Administratively amend the Annual Salary Ordinance to reflect this action.

1022-88 Request to continue a temporary exempt appointment in Class 1863 Senior Systems and Procedures Analyst, Special Project in the Controller's Office, per Charter Section 8.300(5). (Calendar Item No. 7)

Action: Adopt staff report.



CLASSIFICATION MATTERS (cont.)

1022-88  
(cont.)

1. Approve the continuation of an exempt appointment to a position in Class 1863 Senior Systems and Procedures Analyst, Special Project in the Office of the Controller in accordance with Charter Section 8.300(5) until December 31, 1988 when the assignment on a special project will be completed.
2. Approve the continuation of the appointment of Jere Mitchell at the fourth step (\$1723 bi-weekly) of the range for Class 1863 per Section VIII - A.3.B. of the Salary Standardization Ordinance.

1026-88 Retitling and amendment of class specification for Class 8435 Senior Supervising Adult Probation Officer. (Calendar Item No. 6)

Action: Adopt staff report.

1. Retitle and amend Class 8435 Senior Supervising Adult Probation Officer (Sch. 59.3 \$1650B2004) to Class 8435 Division Director, Adult Probation. Class specification as detailed in the staff report.
2. Status of permanent incumbent continues without change.
3. Administratively amend the Annual Salary Ordinance to reflect this action.

1027-88 Survey of Rodent Control Technician positions in the Department of Public Health. (Calendar Item No. 8)

Action: Adopt staff report.

1. Establish new classifications 6108 Environmental Health Technician I (1987/88 Sch. J, 48.6 \$989B1197) and 6110 Environmental Health Technician II (1987/88 Sch. J, 51.1 \$1114B1349). Class specifications as detailed in the staff report.
2. Allocate seven positions currently budgeted as 6102 Rodent Control Technician (1987/88 Sch. 47.6 \$943B1141) and two positions currently budgeted as 6104 Senior Rodent Control Technician (1987/88 Sch. 50.1 \$1062B1285) to the new classifications.
3. Grant status to permanent incumbents in Classes 6102 Rodent Control Technician and 6104 Senior Rodent Control Technician in the Department of Public Health to Classes 6108 Environmental Health Technician I and 6110 Environmental Health Technician II respectively.
4. Grant status to permanent incumbents in Class 6102 Rodent Control Technician in the Recreation and Park Department to Class 6108 Environmental Health Technician I upon appointment to a position in the Department of Public Health and provided they complete special training to be provided by the Department of Public Health.
5. Abolish Class 6104 Senior Rodent Control Technician.
6. Advise the Department of Public Health to revise its 1988/89 Budget Request to reflect budgetary changes reflected in this report.
7. Amend Section 830503 of the Annual Salary Ordinance accordingly.





CLASSIFICATION MATTERS (cont.)

1030-88 Request to make a temporary exempt appointment in Class 2143 Hospital Assistant Administrator in the Department of Public Health, San Francisco General Hospital Medical Center, per Charter Section 8.300(5). (Calendar Item No. 9)

Action: Adopt staff report.

1. Approve an exempt appointment to a position in Class 2143 Hospital Assistant Administrator, Department of Public Health, San Francisco General Hospital Medical Center, in accordance with Charter Section 8.300(5) pending examination action.
2. Approve the appointment of Mr. Jerry Rankin at the fifth step (\$2435 bi-weekly) of the range for Class 2143 per Section VII-A.3. of the Salary Standardization Ordinance.
3.
  - A. Department of Public Health is requested to submit a copy of the current organization chart and the proposed reorganization plan of the San Francisco General Hospital Medical Center for the Civil Service Commission's review.
  - B. The Civil Service Commission Equal Employment Opportunity Unit is requested to provide the Civil Service Commission with a copy of the Affirmative Action Plan of the Department of Public Health.

1031-88 Classification of one budgeted position in the new class of 2945 Children's Services Investigator, Department of Social Services. (Calendar Item No. 10)

Action: Adopt staff report.

1. Establish new classification of 2945 Children's Services Investigator (J,Z Sch. 61.8 \$1862B2264) effective July 1, 1988. Class specification as detailed in the staff report.
2. Allocate one position approved in the Budget as 9748 Staff Assistant VIII (\$2270B2270) to the new classification.
3. Advise the department to amend their 1988-89 Budget to reflect this action.
4. Amend the Annual Salary Ordinance accordingly.
5. Advise the Decentralized Unit of the Department of Social Services to administer an examination for the position.

1032-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
357-87/88	Public Health	National Council on Alcoholism - Bay Area
358-87/88	Public Health	Baker Places, Inc.
359-87/88	Public Health	Horizons Unlimited of S.F., Inc.
360-87/88	Civil Service Commission	Creative Staffing



CLASSIFICATION MATTERS (cont.)1032-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
361-87/88	Civil Service Commission	Education/Research, Inc.
362-87/88	Police	William Vlach
363-87/88	Police	Norita Vlach
364-87/88	Police	Carolyn Block
365-87/88	Port	Stephanie Cincotta
366-87/88	Public Utilities Commission	The Planning Collaborative
367-87/88	Public Utilities Commission	Ferguson and Company
368-87/88	Public Utilities Commission	Doyle, Williams and Company
369-87/88	Public Utilities Commission	Foster Engineering, Inc.
370-87/88	Public Utilities Commission	Bechtel National, Inc.
371-87/88	Public Works	MBT Associates
372-87/88	Public Works	Brenda Herbert-Harker & Associates
373-87/88	Public Works	Manna Consultants, Inc.
374-87/88	Public Works	K.N. Tuan and Associates
375-87/88	Public Works	Trans Pacific Geotech Consultants, Inc.
376-87/88	Public Works	Signet Testing Labs
377-87/88	Public Works	Consulting Cost Estimators
378-87/88	Public Works	Shapiro Okino Hom and Associates
379-87/88	Public Works	H.J. Degenkolb Associates
380-87/88	Public Works	Goplen & Yokoyama
381-87/88	Public Works	Raj Desai Associates, Inc.
382-87/88	Public Works	E.G. Hirsch & Associates
383-87/88	Public Works	Nellie Ingraham Associates
384-87/88	Public Works	K.N. Tuan & Associates
385-87/88	Public Works	William S. Kaplan, Inc.
386-87/88	Public Works	Soh and Associates
387-87/88	Public Works	H.J. Degenkolb Associates
388-87/88	Public Works	T.F. Fitzgerald Associates
389-87/88	Public Works	William S. Kaplan, Inc.
390-87/88	Public Works	David Logan Messinger & Associates, Inc.



CLASSIFICATION MATTERS (cont.)

1032-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
391-87/88	Public Works	Leong/Razzano & Associates, Inc.
392-87/88	Public Works	Anatec Lab, Inc.
393-87/88	Registrar of Voters	The Integral Difference
394-87/88	Registrar of Voters	Data General Corporation
395-87/88	Retirement System	Callan & Associates
396-87/88	Retirement System	Gifford Fong & Associates
397-87/88	Police	The Community Board Program, Inc.
398-87/88	Port	Peat Marwick Main & Co.
399-87/88	Port	Randall S. Rossi, Ph.D.
400-87/88	Port	Philip E. Kern
Action:	<ol style="list-style-type: none"><li>1. Contracts number 399-87/88 and 400-87/88 over to the meeting of March 7, 1988 at the request of Local 21.</li><li>2. Adopt balance of staff report; notify the offices of the Controller and the Purchaser.</li></ol>	

1033-88 Retitling and amendment to specifications in the Legal Secretary/Stenographer Series. (Calendar Item No. 11)

- Action: Adopt staff report. Retitle and amend the following specifications:
- A. 1458 Legal Stenographer (Sch. 48.5 \$984B1191 entrance @ Step 3) to 1458 Legal Secretary I (Sch. 48.5 \$984B1191 entrance @ Step 3).
  - B. 1460 Senior Legal Stenographer (Sch. 50.5 \$1083B1310) to 1460 Legal Secretary II (Sch. 50.5 \$1083B1310).
  - C. 1461 Principal Legal Stenographer (Sch. 52.5 \$1191B1443) to 1461 Legal Secretary III (Sch. 52.5 \$1191B1443).

Note: Rates of pay will not change.

Class specifications as detailed in the staff report. Status of permanent incumbents and eligibles continues without change.

1037-88 Request to make a temporary exempt appointment in Class 1150 General Manager, Department of Electricity per Charter Section 8.300(5). (Calendar Item No. 12)

- Action: Adopt staff report. Approve a temporary exempt appointment to a position in Class 1150 General Manager, Department of Electricity for a one year period.

COMPENSATION MATTERS

2028-88 Reconsideration of staff denial of requests concerning salary recommendations from the Laborers' Union Local #261. (Calendar Item No. 16)

- Action: Adopt staff report; deny request.



COMPENSATION MATTERS (cont.)

2030-88 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 13)

Action: Adopt staff report; approve supervisory differential adjustments, notify departments accordingly.

IN-SERVICE MATTERS

4157-88 Proposed Charter amendment (Third Draft) amending Section 8.300 thereof, relating to Asian Art Museum employees being transferred to Civil Service positions. (Calendar Item No. 13A)

Action: Adopt staff report; advise the Board of Supervisors accordingly.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 22, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Christine Bahr, H2 Firefighter, LT, San Francisco Fire Department,  
12/2/87. (Calendar Item No. 30) (1)

January 4, 1988: Over to the meeting of February 22, 1988 at  
request of Ms. Bahr's attorney.

Action: Request for hearing withdrawn by Ms. Bahr.

Jesus C. Cruz, 7514 General Laborer, 38/E-7, Department of Public  
Works, 12/11/87. (Calendar Item No. 24) (4)

February 1, 1988: Over to the meeting of February 22, 1988 at  
Mr. Cruz's request.

Action: Request for hearing withdrawn by Mr. Cruz.

Nominador Ednalgan, 5206 Associate Civil Engineer, 10/CPE-2, Public  
Utilities Commission, San Francisco Water Department, 2/5/88.  
(Calendar Item No. 18) (5)

Action: Over to the meeting of March 7, 1988 at the request of  
the Public Utilities Commission.

Patricia Green, 2302 Orderly, 16/E-320, Department of Public Health,  
Laguna Honda Hospital, 11/22/87. (Calendar Item No. 23) (4)

January 4, 1988: Over to the meeting of February 1, 1988 at  
the request of Local 250.

February 1, 1988: Over to the meeting of February 22, 1988 at  
the request of Local 250.

Action: Dismiss from the Service. Cancel all current  
examination and eligibility status. Future employment  
subject to review and approval of the General Manager,  
Personnel after completion of six (6) months  
satisfactory work experience outside the City and County  
service.



Willa Haggerty, 2302 Orderly, 42/E-320, Department of Public Health, Laguna Honda Hospital, 11/20/87. (Calendar Item No. 22) (4)

January 4, 1988: Over to the meeting of February 1, 1988 at the request of Local 250.

February 1, 1988: Over to the meeting of February 22, 1988 at the request of Local 250.

Action: Return name to eligible list for Class 2302 Orderly.

James E. Head, 2903 Eligibility Worker, 60/CPE-18, Department of Social Services, 12/16/87. (Calendar Item No. 20) (4)

February 1, 1988: Over to the meeting of February 22, 1988 at Mr. Head's request.

Action: Over to the meeting of March 7, 1988 at the joint request of the Department of Social Services and Local 535.

Steven V. Lutes, 1823 Senior Administrative Analyst, LT, Office of Citizen Complaints, 9/8/87. (Calendar Item No. 31) (1)

October 19, 1987: Over to the meeting of November 2, 1987 at the request of the Office of Citizen Complaints.

November 2, 1987: Over to the meeting of December 7, 1987 at the request of the Office of Citizen Complaints.

December 7, 1987: Over to the meeting of January 4, 1988 at the request of the Office of Citizen Complaints.

January 4, 1988: Over to the meeting of February 1, 1988 at the request of the Office of Citizen Complaints.

February 1, 1988: Over to the meeting of February 22, 1988 at the request of the Office of Citizen Complaints.

Action: Over to the meeting of March 7, 1988 at the request of the Office of Citizen Complaints.

Jerry Lyons, 9163 Transit Operator, 1482/E-112, Public Utilities Commission, San Francisco Municipal Railway, 7/24/87. (Calendar Item No. 28) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service. Not to be employed again by the Public Utilities Commission.

Catherine Wang Morris, 2305 Psychiatric Technician, 9/E-11, Department of Public Health, San Francisco General Hospital Medical Center, 11/17/87. (Calendar Item No. 27) (6)

Action: Over to the meeting of March 7, 1988 at the request of Local 250.



Kathryn Morrison, H2 Firefighter, LT, San Francisco Fire Department, 12/2/87. (Calendar Item No. 29) (1)

January 4, 1988: Over to the meeting of February 22, 1988 at request of Ms. Morrison's attorney.

Action: Request for hearing withdrawn by Ms. Morrison.

Lawrence Reese, 7375 Apprentice Stationary Engineer, Sewage Plant, Department of Public Works, Water Pollution Control, 7/3/87. (Calendar Item No. 25) (6)

August 3, 1987: Over to the meeting of September 21, 1987 at Mr. Reese's request.

September 21, 1987: Over to the meeting of November 2, 1987 at Mr. Reese's request.

November 2, 1987: Over to the meeting of November 16, 1987 at Mr. Reese's request.

November 16, 1987: Over to the meeting of January 4, 1988 at the request of Mr. Reese's attorney.

January 4, 1988: Over to the meeting of February 1, 1988 at the request of Mr. Reese's attorney.

February 1, 1988: Over to the meeting of February 22, 1988 due to Mr. Reese's late arrival.

Action: Approve. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

Robert J. Ribeiro, Q2 Police Officer, 24/E-93, San Francisco Police Department, 12/3/87. (Calendar Item No. 26) (6)

Action: Over to the meeting of April 18, 1988 at the request of Mr. Ribeiro.

Nelson B. Smith, 8316 Assistant Counselor, 8/E-13, Juvenile Court, Juvenile Hall, 12/18/87. (Calendar Item No. 21) (4)

February 1, 1988: Over to the meeting of February 22, 1988 at the request of Juvenile Court.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Not to be employed again by the Juvenile Court.

Patricia Sueuga, 2903 Eligibility Worker, 63/CPE-18, Department of Social Services, 11/13/87. (Calendar Item No. 19) (4)

January 4, 1988: Over to the meeting of February 1, 1988 at request of Local 535.

February 1, 1988: Over to the meeting of February 22, 1988 at the request of the Department of Social Services.

Action: Off calendar at the request of the Department of Social Services.



INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 32)

None.

A D J O U R N M E N T







# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

A. Lee Munson  
Carlota Texidor del Portillo  
Cleo Donovan  
Louis Hop Lee

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

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MAR 11 1988

SAN FRANCISCO  
PUBLIC LIBRARY

REGULAR MEETING - MARCH 7, 1988

PART I - 2 P.M.

Present: Commissioner Donovan  
Commissioner Lee (Items Missed: 4, 5, 6, 7, 8, 9, 10, 11 & 12)  
Commissioner Munson  
Commissioner Texidor del Portillo

Commissioner Munson presided

MINUTES: Regular Meeting of February 22, 1988

Action: Approve.

### ANNOUNCEMENTS

The Civil Service Commission will hold a Special Meeting on Friday, March 11, 1988 at 11 A.M. in Room 2C (Basement) City Hall to consider Salary Standardization, 1988-89; Adjustments and Amendments; Inclusion of Private Sector Salary Data; Final Benchmark Salary Recommendations.

### CLASSIFICATION MATTERS

1032-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
399-87/88	Port	Randall S. Rossi, Ph.D.
400-87/88	Port	Philip E. Kern
February 22, 1988:	Contract 399-87/88 and 400-87/88 over to the meeting of March 7, 1988 at the request of Local 21.	

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.



CLASSIFICATION MATTERS (cont.)

1042-88 Survey of one position at the Department of Public Works, Bureau of Water Pollution Control. (Calendar Item No. 8)

Action: Adopt staff report.

1. Establish Class 6116 Supervising Wastewater Control Inspector (J, Sch. 58.3 \$1573B1909). Class specification as detailed in the staff report.
2. Allocate one position approved in the budget as Class 7317 Senior Water Services Inspector (Sch. 59.4 \$1658B2014) to the new classification of 6116 Supervising Wastewater Control Inspector.
3. Advise the Department to amend their 1988-89 budget to reflect this action.
4. Administratively amend the Annual Salary Ordinance to reflect this action.

1044-88 Survey of one permanent position in Class 2456 Assistant Toxicologist at the Coroner's Office. (Calendar Item No. 9)

Action: Adopt staff report.

1. Establish a new class of 2457 Assistant Forensic Toxicologist II (Sch. 56.4 \$1436B1740).
2. Reallocate one position in Class 2456 Assistant Toxicologist (Sch. 53.9 \$1273B1543) in the Coroner's Office to the new class pending budgetary approval and when this action does not adversely affect the incumbent.
3. Amend and retitle the specification for Class 2456 Assistant Toxicologist to 2456 Assistant Forensic Toxicologist I. Class specification as detailed in the staff report.
4. Amend and retitle the specification for Class 2458 Toxicologist to Class 2458 Forensic Toxicologist. Class specification as detailed in the staff report.
5. Amend the Annual Salary Ordinance to reflect these actions.

1045-88 Classification of positions in various City departments. (Calendar Item No. 6)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health SFGH	1	2785 Assistant General Services Manager (Sch. 50.5 \$1083B1310)	Same
SFUSD	1	1226 Chief Payroll and Personnel Clerk (Sch. 52.7 \$1203B1457)	1218 Payroll Supervisor Sch. 55.2 \$1355B1642
	68	3594 Instructional Aide II (Sch. 40.7 \$681B822)	Same
	8	3596 School Security Aide (Sch. 40.7 \$681B822)	Same

Action: Adopt staff report.



CLASSIFICATION MATTERS (cont.)

1046-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
401-87/88	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc.
402-87/88	Public Health	Westside Community Mental Health Center, Inc.
403-87/88	Public Health	Regents of the University of California at San Francisco General Hospital
404-87/88	Public Health	Women's Alcoholism Center, Inc.
405-87/88	Public Health	Polaris Research and Development
406-87/88	Airport	New Dimensions International
407-87/88	City Attorney/UEB	Hill International, Inc.
408-87/88	Civil Service Commission	Coleman & Associates
409-87/88	Controller	Smith Barney, Harris Upham & Co. Inc. and Pryor, Govan, Counts & Co., Inc.
410-87/88	Public Library	Friends of the S.F. Public Library
411-87/88	Public Works	Signet Testing Labs
412-87/88	Registrar of Voters	Carol Staley
413-87/88	Controller	Berkeley Software, Inc.
414-87/88	Controller	Computer Resources Group, Inc.
415-87/88	Controller	J.T. Consulting, Inc.
416-87/88	Controller	Adroit's, Inc.
417-87/88	Controller	Berkeley Software, Inc.
418-87/88	Public Works	Fong & Chan Architects
419-87/88	Treasurer/ Tax Collector	Pacific Bell, Ken Ross
Action:	<ol style="list-style-type: none"> <li>1. Contracts 409-87/88, 413-87/88, 414-87/88, 415-87/88, 416-87/88, and 417-87/88 over to the meeting of March 21, 1988 at the request of the General Manager, Personnel.</li> <li>2. Adopt balance of staff report; notify the offices of the Controller and the Purchaser.</li> </ol>	



CLASSIFICATION MATTERS (cont.)

1047-88 Request to make a temporary exempt appointment in a new class of A759 Director, Patient's Finance per Charter Section 8.300(5). (Calendar Item No. 11)

Action: Adopt staff report.

1. Approve an exempt appointment to a position in the new Class A759 Patient's Finance in accordance with Charter Section 8.300(5) for no longer than an eighteen (18) month period pending classification and examination action.
2. Approve the appointment of Ms. Paula Connors at the fourth step (\$1881 bi-weekly) of the range for Class A759 per Section VII - A.3.B. of the Salary Standardization Ordinance.

COMPENSATION MATTERS

2036-88 Reconsideration of staff denial of several requests from I.F.P.T.E. Local 21 for internal salary adjustments and other salary amendments. (Calendar Item No. 14)

- Action:
1. Items (5) Class 5272 Assistant Landscape Architect and (8) Class 2556 Physical Therapist of this report off calendar at the request of staff.
  2. Items (1) Class 5320 Illustrator, (3) Classes 5304 Materials Testing Aide and 5305 Materials Testing Technician, (4) Class 6138 Industrial Hygienist, (6) Classes 5274 Landscape Architect and 5275 Senior Landscape Architect, and (7) All supervisory classes of this report reconsideration requests withdrawn by Local 21.
  3. Adopt balance of staff report; deny requests.

2051-88 Reconsideration of staff denial of request for internal adjustments for Class 2910 Social Worker from Social Workers for Equity. (Calendar Item No. 16)

Action: Adopt staff report; deny request.

The Civil Service Commission requests that the General Manager, Personnel insure that Civil Service Commission staff and Department of Social Service staff solicit full participation of incumbents and supervisors during the desk audit review of Class 2910 Social Worker, and that, the job specification for Class 2910 Social Worker is brought up to date.

2054-88 Salary adjustments and amendments to administrative provisions arising out of the Salary Standardization process for 1988-89. (Calendar Item No. 15)

- Action:
1. Section A: Items (10) Class 2556 Physical Therapist and (26) Class 8128 Director, Office of Citizen Complaints of this report off calendar at the request of staff.





# COMPENSATION MATTERS

2054-88  
(cont.)

2. Adopt Section A: Items (6) 2204 Dental Hygienist, (13) 2907 Eligibility Worker Supervisor, (14) 3204 Swimming Pool Cashier-Clerk, (17) 3558 Senior Museum Registrar, (18) 3668 Assistant City Librarian, (28) 9140 Transit Manager I, and (29) 9385 Business Service Officer only.  
Deny balance of Section A. (Vote: 4 to 0)
3. Adopt Sections B, C, D, and E of this report; notify and forward to the Board of Supervisors, Sections D and E forward for referral to Employee Relations Division.

2055-88 Request for appointment above the entrance rate for various employees. (Calendar Item No. 7)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Sherrie Seliber 8174 Attorney	City Attorney	2	2
Douglas Thomson 8146 District Attorney's Investigator	District Attorney	5	5
Walter Thomas 8348 Undersheriff	Sheriff	5	5
Viki Macklin 1231 Associate Affirmative Action Coordinator	Fire	3	3
Sarajane Crosby 8176 Trial Attorney	Public Defender	5	5
Steve Anderson 2230 Physician Specialist	Public Health	5	5
Edan Lum 2450 Pharmacist	Public Health	4	4
Denise Suggs 2585 Health Worker I	Public Health	4	4
Flordeliza Jaochico 1450 Executive Secretary I	Public Utilities Commission	3	3
Jill Thompson 1842 Management Assistant	Public Utilities Commission	3	3
Raymond Andreini 6242 Plumbing Inspector	Public Works	5	5
Richard Rodrigues 4142 Senior Real Property Officer	Real Estate	5	5
Jacqueline Flagg 1444 Secretary I	Public Utilities Commission	5	5

Action: Adopt staff report.



IN-SERVICE MATTERS

4195-88 Request to grant holdover rights to Douglas Sweeney, Class 7346 Painter. (Calendar Item No. 10)

Action: Adopt staff report; approve request.

General Manager's Report. (Calendar Item No. 12)

1. Civil Service Commission Personnel Reassignments.
2. Need for Special Meetings during the months of April, May and June to consider:

Requests for Exception to the Order of Lay-Off.

Requests from Individuals on Disputes on Administration of Rule 32.

3. Civil Service Commission Budget, Fiscal Year 1988-89.

A committee of two, Commissioner Munson and Commissioner Donovan, to discuss budget proposals with the General Manager, Personnel.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 7, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Yvonne Colbert, 1458 Legal Stenographer, 2/E-65, Office of the City Attorney, 2/5/88. (Calendar Item No. 24) (7)

Action: Over to the meeting of March 21, 1988 at the request of Ms. Colbert's representative.

Nominador Ednalgan, 5206 Associate Civil Engineer, 10/CPE-2, Public Utilities Commission, San Francisco Water Department, 2/5/88. (Calendar Item No. 18) (5)

February 22, 1988: Over to the meeting of March 7, 1988 at the request of the Public Utilities Commission.

Action: Over to the meeting of March 21, 1988 at the request of Mr. Ednalgan's attorney.

James E. Head, 2903 Eligibility Worker, 60/CPE-18, Department of Social Services, 12/16/87. (Calendar Item No. 19) (4)

February 1, 1988: Over to the meeting of February 22, 1988 at Mr. Head's request.

February 22, 1988: Over to the meeting of March 7, 1988 at the joint request of the Department of Social Services and Local 535.

Action: Dismiss from the Service. Satisfactory completion of one year's work experience performing work similar to that done in the Department of Social Services.

Steven V. Lutes, 1823 Senior Administrative Analyst, LT, Office of Citizen Complaints, 9/8/87. (Calendar Item No. 25) (1)

October 19, 1987: Over to the meeting of November 2, 1987 at the request of the Office of Citizen Complaints.

November 2, 1987: Over to the meeting of December 7, 1987 at the request of the Office of Citizen Complaints.



December 7, 1987: Over to the meeting of January 4, 1988 at the request of the Office of Citizen Complaints.

January 4, 1988: Over to the meeting of February 1, 1988 at the request of the Office of Citizen Complaints.

February 1, 1988: Over to the meeting of February 22, 1988 at the request of the Office of Citizen Complaints.

February 22, 1988: Over to the meeting of March 7, 1988 at the request of the Office of Citizen Complaints.

Action: Off calendar at the request of the Office of Citizen Complaints.

Leti Marshall, 1708 Senior Telephone Operator, 7/CPE-14, Department of Public Health, San Francisco General Hospital Medical Center, 2/1/88. (Calendar Item No. 21) (4)

Action: Dismiss from the Service. Not to be employed again by the Department of Public Health.

Catherine Wang Morris, 2305 Psychiatric Technician, 9/E-11, Department of Public Health, San Francisco General Hospital Medical Center, 11/17/87. (Calendar Item No. 22) (6)

February 22, 1988: Over to the meeting of March 7, 1988 at the request of Local 250.

Action: Over to the meeting of March 21, 1988 at the request of the Department of Public Health.

Michael Morris, 2905 Senior Eligibility Worker, 25/CPE-5, Department of Social Services, 1/1/88. (Calendar Item No. 23) (6)

Action: Over to the meeting of March 21, 1988 at the joint request of Department of Social Services and Local 535.

Brenda Woodson, 9102 Transit Car Cleaner, 8/E-6, Public Utilities Commission, San Francisco Municipal Railway, 2/5/88. (Calendar Item No. 20) (4)

Action: Over to the meeting of March 21, 1988 at the request of Local 790.

#### INDIVIDUALS' REQUESTS TO SPEAK

None.

#### A D J O U R N M E N T







# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

A. Lee Munson  
Carlota Texidor del Portillo  
Cleo Donovan  
Louis Hop Lee

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## SPECIAL MEETING MINUTES

DOCUMENTS DEPT.

MARCH 11, 1988

MAR 17 1988

ROOM 2C (BASEMENT) CITY HALL

SAN FRANCISCO  
PUBLIC LIBRARY

11 A.M.

Present: Commissioner Donovan  
Commissioner Lee  
Commissioner Munson

Excused: Commissioner Texidor del Portillo

Commissioner Munson presided

### ANNOUNCEMENT

The Civil Service Commission met in Executive Session (closed Meeting) prior to this meeting under the authority of Section 54956.9(a) of the Government Code of the State of California upon advise from the City Attorney to discuss pending litigation because discussion in open session concerning those matters would prejudice the position of the City and County of San Francisco or a department, board or commission thereof in the litigation.

The litigation is pending because a point has been reached where, in the opinion of the before named agency, on the advice of its legal counsel, based on existing facts and circumstances, there is significant exposure to litigation against the City and County of San Francisco (Government Code Section 54956(b)(1)).

No action was taken.

### COMPENSATION MATTERS

2062-88 Salary Standardization, 1988-89; adjustments and amendments: inclusion of private sector salary data and latest public sector data; final benchmark salary recommendations. (Calendar Item No. 1)

Action: Adopt staff report; forward to the Board of Supervisors.





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

A. Lee Munson  
Carlota Texidor del Portillo  
Cleo Donovan  
Louis Hop Lee

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## SPECIAL MEETING MINUTES

MARCH 11, 1988

ROOM 2C (BASEMENT) CITY HALL

11 A.M.

Present: Commissioner Donovan  
Commissioner Lee  
Commissioner Munson

Excused: Commissioner Texidor del Portillo

Commissioner Munson presided

### COMPENSATION MATTERS

2054-88 Request for reconsideration of Civil Service Commission action of March 7, 1988; related to the following Items contained in Section A of the report: (Commissioners Donovan, Lee, and Munson)  
"Salary adjustments and amendments to administrative provisions arising out of the Salary Standardization process for 1988-89."  
(Calendar Item No.4)

March 7, 1988: Deny balance of Section A.

Action: Approve staff recommendations with reference to the following:

- Items
- (1) Class 1126 Public Administrator,
  - (4) Class 1940 Stores and Equipment Supervisor,
  - (8) Class 2517 Jail Medical Technician,
  - (12) Class 2883 Director, AIDS Program,
  - (15) Classes 3450 Agricultural Inspector and 6220 Inspector of Weights and Measures,
  - (16) Class 3536 Technical Instructional Assistant, Performing Arts,
  - (19) Class 4260 Real Property Appraiser Trainee,
  - (21) Class 6235 Heating and Ventilating Inspector,
  - (23) Class 7302 Audio Visual Equipment Technician,
  - (25) Class 7395 Ornamental Iron Worker, and
  - (27) Classes 8204, 8205, 8206 and 8209 Institutional Police Officer series.



COMPENSATION MATTERS (cont.)

- 2054-88 Request for reconsideration of Civil Service Commission action of March 7, 1988; related to the following Items contained in Section A of the report: (Commissioners Donovan, Lee and Munson)  
"Salary adjustments and amendments to administrative provisions arising out of the Salary Standardization process for 1988-89."  
(Calendar Item No. 5)
- March 7, 1988: Deny balance of Section A.
- Action: 1. Approve staff recommendations with reference to the following in accordance with the provisions of the 1987-88 Salary Standardization Ordinance XI:  
Items (5) Class 2117 Chief Medical Records Administrator,  
(9) Class 2555 Physical Therapy Assistant
2. Deny Section A Items:  
(2) Class 1739 Computer Operations Supervisor II, and  
(24) Class 7324 Beautician.
- 2060-88 Reconsideration of staff denial from Engineers and Scientists of California for internal salary adjustment for Class 4265 Senior Real Property Appraiser. (Calendar Item No. 1)
- Action: Reconsideration request withdrawn by Engineers and Scientists of California.
- 2061-88 Reconsideration of staff denial from International Federation of Professional & Technical Engineers, Local 21 for internal adjustments for supervisory classes in the Code Inspection series. (Calendar Item No. 2)
- Action: Reconsideration request withdrawn by International Federation of Professional and Technical Engineers, Local 21.

IN-SERVICE MATTERS

- 4239-88 From the General Manager, Personnel: Request for Transfer of Funds, Fiscal Year 1987-88, from the Data Processing Account to the Civil Service Commission Equipment Account. (Calendar Item No. 3)
- Action: Adopt staff report.





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

A. Lee Munson  
Carlota Texidor del Portillo  
Cleo Donovan  
Louis Hop Lee

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

REGULAR MEETING - MARCH 21, 1988

PART I - 2 P.M.

DOCUMENTS DEPT.

Present: Commissioner Donovan  
Commissioner Munson  
Commissioner Texidor del Portillo

MAR 24 1988

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Excused: Commissioner Lee

Commissioner Munson presided

MINUTES: A. Regular Meeting of March 7, 1988  
B. Special Meeting of March 11, 1988  
C. Special Meeting of March 11, 1988

Action: Approve.

### ANNOUNCEMENTS

Commissioner Texidor del Portillo welcomed and introduced Mrs. Amalia Duran and Dr. Francisco Duran, visiting from Spain and Mr. Jesus Insua from San Francisco.

### CLASSIFICATION MATTERS

1046-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
409-87/88	Controller	Smith Barney, Harris Upham & Co. Inc. and Pryor, Govan, Counts & Co., Inc.
413-87/88	Controller	Berkeley Software, Inc.
414-87/88	Controller	Computer Resources Group, Inc.
415-87/88	Controller	J.T. Consulting, Inc.
416-87/88	Controller	Adroit's, Inc.





CLASSIFICATION MATTERS (cont.)

1046-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
417-87/88	Controller	Berkeley Software, Inc.
March 7, 1988:	Contracts 409-87/88, 413-87/88, 414-87/88, 415-87/88, 416-87/88, and 417-87/88 over to the meeting of March 21, 1988 at the request of the General Manager, Personnel.	
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1052-88    Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
420-87/88	Public Health	Ramsell Corporation
421-87/88	Public Health	Regents of the University of California/Aids Health Project
422-87/88	Public Health	Beverly McGuffin, R.N.
423-87/88	Public Health	Asian American Recovery Services, Inc.
424-87/88	Public Health	Fairbank, Bregman & Maulin
425-87/88	Public Health	Polaris Research & Development
426-87/88	Airport	Janis Bell
427-87/88	Airport	Sequoia Laboratories
428-87/88	Airport	Barry Shapiro and Associates
429-87/88	Arts Commission	John Liikala
430-87/88	Board of Supervisors	Sherry Krynski
431-87/88	City Attorney	Brown & Wood and Arnelle & Hastie
432-87/88	Port	Trade Information Planning System (TIPS)
433-87/88	Public Works	O'Kelley & Schoenlank
434-87/88	Public Works	Villalobos and Associates
435-87/88	Public Works	Testing Engineers, Inc.
436-87/88	Public Works	Koppelman/Tillman Joint Venture
437-87/88	Registrar of Voters	Data General Corporation
438-87/88	Registrar of Voters	JPM Computer Consulting
439-87/88	Sheriff	Len Silvey, Incorporated
Action:	<ol style="list-style-type: none"> <li>1. Contracts 428-87/88 and 430-87/88 off calendar at the request of staff.</li> <li>2. Contracts 420-87/88 and 433-87/88 over to the meeting of April 4, 1988.</li> </ol>	



CLASSIFICATION MATTERS (cont.)

1052-88  
(cont.)

3. Contracts 427-87/88, 433-87/88, 434-87/88, and 435-87/88 request to be placed over to the meeting of April 4, 1988 withdrawn by the General Manager, Personnel.
4. Adopt balance of staff report including contracts 427-87/88, 434-87/88 and 435-87/88; notify the offices of the Controller and the Purchaser.

1053-88 Survey of one new position at Hetch Hetchy Water and Power, Public Utilities Commission. (Calendar Item No. 7)

Action: Adopt staff report.

1. Establish Class 5137 Maintenance Engineering Manager, Hetch Hetchy Project, (J,Z Sch. 63.3 \$200482435). Class specification as detailed in the staff report.
2. Allocate one A808 Maintenance and Engineering Manager (J, \$200482435) to the new classification of 5137 Manager, Maintenance Engineering, Hetch Hetchy Project.
3. Administratively amend the Annual Salary Ordinance to reflect this action.

COMPENSATION MATTERS

2064-88 Request from the Board of Supervisors: Proposed amendment to the San Francisco Administrative Code to provide disability pay for employees in the Public Defender Investigator series and Class 2580 Coroner's Investigator. (Calendar Item No. 8)

Action: Adopt staff report; notify the Board of Supervisors.

EXAMINATION MATTERS

3507-88 Appeal of background rejection for Class 8304 Deputy Sheriff. (Calendar Item No. 11)

Action: Adopt staff report; deny appeal of Calvin Chen.

IN-SERVICE MATTERS

4267-88 Resolution of Commendation from the Mayor's Committee on Employment of Handicapped to the Civil Service Commission. (Calendar Item No. 4)



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 21, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Lonnie Angel, 7215 General Laborer Supervisor I, 71/CPE-1,  
Department of Public Works, 2/18/88. (Calendar Item No. 20) (7)

Action: Over to the meeting of April 18, 1988 at Mr. Angel's  
request.

Yvonne Colbert, 1458 Legal Stenographer, 2/E-65, Office of the City  
Attorney, 2/5/88. (Calendar Item No. 19) (7)

March 7, 1988: Over to the meeting of March 21, 1988 at  
the request of Ms. Colbert's representative.

Action: Over to the meeting of April 4, 1988 at the joint  
request of Local 790 and the Office of the City Attorney.

Michelle Daniels, 2708 Custodian, 75/E-2, San Francisco Unified  
School District, Custodial Services Division, 2/18/88. (Calendar  
Item No. 15) (3)

Action: Off calendar at the request of the San Francisco Unified  
School District. The San Francisco Unified School  
District to notify the Assistant Secretary when prepared  
to proceed. Ms. Daniels to remain ineligible for all  
employment with the City and County of San Francisco  
pending final determination by the Civil Service  
Commission.

Nominador Ednalgan, 5206 Associate Civil Engineer, 10/CPE-2, Public  
Utilities Commission, San Francisco Water Department, 2/5/88.  
(Calendar Item No. 13) (5)

February 22, 1988: Over to the meeting of March 7, 1988 at the  
request of the Public Utilities Commission.

March 7, 1988 Over to the meeting of March 21, 1988 at  
the request of Mr. Ednalgan's attorney.

Action: Approve. Reinstate to a position in the class from  
which promoted (Class 5204 Assistant Civil Engineer).



Catherine Wang Morris, 2305 Psychiatric Technician, 9/E-11, Department of Public Health, San Francisco General Hospital Medical Center, 11/17/87. (Calendar Item No. 17) (6)

February 22, 1988: Over to the meeting of March 7, 1988 at the request of Local 250.

March 7, 1988: Over to the meeting of March 21, 1988 at the request of the Department of Public Health.

Action: Over to the meeting of April 18, 1988 at the request of the Department of Public Health.

Michael Morris, 2905 Senior Eligibility Worker, 25/CPE-5, Department of Social Services, 1/1/88. (Calendar Item No. 18) (6)

March 7, 1988: Over to the meeting of March 21, 1988 at the joint request of Department of Social Services and Local 535.

Action: Accept the resignation as certified. No further restrictions including right to request reappointment.

Raymond Sherrington, 1934 Storekeeper, 29/CPE-1, Office of the Purchasing, Stores and Equipment Division, 2/11/88. (Calendar Item No. 14) (3)

Action: Grant appeal. Disapprove Automatic Resignation.

Brenda Woodson, 9102 Transit Car Cleaner, 8/E-6, Public Utilities Commission, San Francisco Municipal Railway, 2/5/88. (Calendar Item No. 16) (4)

March 7, 1988: Over to the meeting of March 21, 1988 at the request of Local 790.

Action: Return name to eligible list for Class 9102 Transit Car Cleaner.

#### INDIVIDUALS' REQUESTS TO SPEAK

None.

#### A D J O U R N M E N T





OF  
265  
5  
14/88



# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

A. Lee Munson  
Carlota Texidor del Portillo  
Cleo Donovan  
Louis Hop Lee

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

REGULAR MEETING - APRIL 4, 1988

PART I - 2 P.M.

Present: Commissioner Lee  
Commissioner Munson  
Commissioner Texidor del Portillo

DOCUMENTS DEPT.

Excused: Commissioner Donovan

APR 7 1988

Commissioner Munson presided

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MINUTES: Regular Meeting of March 21, 1988

Action: Approve.

### ANNOUNCEMENTS

Prior to its Regular Meeting, the Civil Service Commission met in Executive Session (closed meeting) under the authority of Section 54956.9(a) of the Government Code of the State of California to meet with the City Attorney to discuss pending litigation in the matter of Social Services Union, Local 535 versus the City and County of San Francisco; Civil Service Commission, et al (Superior Court Number 882 970).

No action was taken.

### CLASSIFICATION MATTERS

1052-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
420-87/88	Public Health	Ramsell Corporation
433-87/88	Public Works	O'Kelley & Schoenlank
March 21, 1988:	Contracts 420-87/88 and 433-87/88 over to the meeting of April 4, 1988.	
Action:	<ol style="list-style-type: none"><li>1. Contract 433-87/88 over to the meeting of April 18, 1988 at the request of the Department of Public Works.</li><li>2. Adopt Contract 420-87/88 of this report; notify the offices of the Controller and the Purchaser.</li></ol>	



CLASSIFICATION MATTERS (cont.)

1052-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
430-87/88	Board of Supervisors	Sherry Krynski

March 21, 1988: Contracts 428-87/88 and 430-87/88 off calendar at the request of staff.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1062-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
439-87/88	Arts Commission	Anne Wilhelen Smith
440-87/88	CAO	Vence & Associates, Inc.
441-87/88	Civil Service Commission	Dennis A. Joiner & Associates
442-87/88	Civil Service Commission	Management & Personnel Systems, Inc.
443-87/88	Civil Service Commission	Cooperative Personnel Services
444-87/88	Police	Taumas Edward Jacobs
445-87/88	Public Health	Horizons Unlimited of S.F., Inc.
446-87/88	Public Health	Pacific Mental Health Services, Inc.
447-87/88	Public Health	St. Francis Memorial Hospital
448-87/88	Public Health	Irwin Memorial Blood Bank of S.F. Medical Society
449-87/88	Public Health	Friendship House
450-87/88	Public Utilities Commission	Carlton Associates
451-87/88	Public Utilities Commission	Environmental Internship Program
452-87/88	Public Works	CH2M Hill, Inc.
453-87/88	Public Works	F.W. Associates, Inc.
454-87/88	Public Works	K.N. Tuan and Associates
455-87/88	Public Works	Tim Meager and Associates
456-87/88	S.F. Unified School District	Rudolf Fehr, P.E., Consulting
457-87/88	Public Utilities Commission	American Computer Exchange
458-87/88	Public Utilities Commission	D & D Engineering



CLASSIFICATION MATTERS (cont.)

1062-898  
(cont.)

- Action:
1. Contracts 453-87/88 and 454-87/88 off calendar at the request of the Mayor's Budget Office.
  2. Contract 455-87/88 over to the meeting of April 18, 1988 at the request of Local 21.
  3. Adopt balance of staff report; notify the offices of the Controller and the Purchaser.

1063-88      Classification of positions in various City departments.  
(Calendar Item No. 7)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Community College District	2	1426 Senior Clerk Typist (Sch. 43.1 \$762B920)	Same
	1	1426 Senior Clerk Typist (Sch. 43.1 \$762B920)	Same
	1	1745 Technical Instructional Assistant Computer Services (Sch. 44.6 \$818B989)	Same
S.F. Community College District	1	1869 Technical Instructional Assistant Computer Services Manager (Sch. 52.2 \$1174B1421)	Same
	1	8204 Institutional Police Officer (Sch. 48.8 \$998B1208)	Same
	1	7346 Painter (Sch. 53.1 \$1226B1484)	7242 Painter Supervisor I (Sch. 55.7 \$1388B1682)
Airport	1	6138 Industrial Hygienist (Sch. 59.0 \$1626B1975)	Same

Action:      Adopt staff report.

1064-88      Amendment of the class specification for Class 9252 Airport Maintenance Superintendent. (Calendar Item No. 8)

Action:      Adopt staff report.

1. Amend the class specification for Class 9252 Airport Maintenance Superintendent. Class specification as detailed in the staff report.
2. Status of current permanent incumbent continues without change.



EXAMINATION MATTERS

3056-88 Appeals of staff denial of protests filed during the inspection of oral appraisal interview scores for the Q-2 Police Officer position. (Calendar Item No. 11)

- Action:
1. Appeal of Luther Cotton over to the meeting of May 2, 1988 at the request of Mr. Cotton's attorney.
  2. Appeal of David Hamilton over to the meeting of May 2, 1988 at the request of the Police Officers Association.
  3. Appeal of Michael J. Siote over to the meeting of May 2, 1988 at Mr. Siote's request.
  4. Appeal of Chris Tennenbaum over to the meeting of May 2, 1988 at Mr. Tennenbaum's request.
  5. Adopt balance of staff report; deny appeals of Ross DeLozada and Raphael Rios.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 4, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Clarke A. Claherty, 9163 Transit Operator, 32/E-126, Public Utilities Commission, San Francisco Municipal Railway, 2/16/88. (Calendar Item No. 14) (2)

Action: Over to the meeting of April 18, 1988 at the request of Mr. Claherty's attorney.

Yvonne Colbert, 1458 Legal Stenographer, 2/E-65, Office of the City Attorney, 2/5/88. (Calendar Item No. 15) (7)

March 7, 1988: Over to the meeting of March 21, 1988 at the request of Ms. Colbert's representative.

March 21, 1988: Over to the meeting of April 4, 1988 at the joint request of Local 790 and the Office of the City Attorney.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Office of the City Attorney.

Carl F. Fah, 7381 Automotive Mechanic, 162/E-8, Public Utilities Commission, San Francisco Municipal Railway, 3/18/88. (Calendar Item No. 18) (7)

Action: Over to the meeting of April 18, 1988 at the request of Mr. Fah's attorney.

Bailey Merman, 3417 Gardener, 90/E-8, Department of Public Works, 2/9/88. (Calendar Item No. 13) (4)

Action: Over to the meeting of May 2, 1988 at Ms. Merman's request.



Terrence O'Neal, 9102 Transit Car Cleaner, 22/E-5, Public Utilities Commission, San Francisco Municipal Railway, 3/8/88. (Calendar Item No. 17) (7)

Action: Over to the meeting of April 18, 1988 at the joint request of Local 790 and the Public Utilities Commission.

Annie Waskom, 2390 Central Processing and Distribution Technician, 5.5/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 2/22/88. (Calendar Item No. 19) (7)

Action: Over to the meeting of April 18, 1988 at the request of the Department of Public Health.

Lonna Williams, 2302 Orderly, 1/E-318, Department of Public Health, Laguna Honda Hospital, 2/24/88. (Calendar Item No. 16) (7)

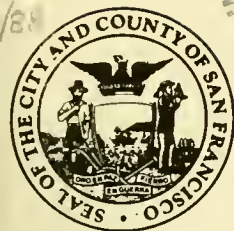
Action: Over to the meeting of May 2, 1988 at the request of the Department of Public Health.

#### INDIVIDUALS' REQUESTS TO SPEAK

None.

#### A D J O U R N M E N T





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

A. Lee Munson  
Carlota Texidor del Portillo  
Cleo Donovan  
Louis Hop Lee

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

DOCUMENTS DEPT.

APR 21 1988

SAN FRANCISCO  
PUBLIC LIBRARY

REGULAR MEETING - APRIL 18, 1988

PART I - 2 P.M.

Present: Commissioner Donovan  
Commissioner Lee  
Commissioner Munson  
Commissioner Texidor del Portillo

(Items Missed: Minutes, 4)

Commissioner Texidor del Portillo presided over the Minutes and Item 4 .

Commissioner Munson presided over the balance of the calendar.

MINUTES: Regular Meeting of April 4, 1988

Action: Approve.

### CLASSIFICATION MATTERS

1052-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

#### NUMBER

#### DEPARTMENT

#### CONTRACTOR

433-87/88

Public Works

O'Kelley & Schoenlank

March 21, 1988:

Contracts 420-87/88 and 433-87/88 over to the meeting of April 4, 1988.

April 4, 1988:

Contract 433-87/88 over to the meeting of April 18, 1988 at the request of the Department of Public Works.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.



CLASSIFICATION MATTERS (cont.)

1062-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
453-87/88	Public Works	F.W. Associates, Inc.
454-87/88	Public Works	K.N. Tuan and Associates

April 4, 1988: Contracts 453-87/88 and 454-87/88 off calendar at the request of the Mayor's Budget Office.

Action: 1. Contract 454-87/88 off calendar at the request of the Mayor's Budget Office.

2. Adopt Contract 453-87/88 of this report; notify the offices of the Controller and the Purchaser.

1062-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 7)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
455-87/88	Public Works	Tim Meager and Associates

April 4, 1988: Contract 455-87/88 over to the meeting of April 18, 1988 at the request of Local 21.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1071-88 Request to make a temporary exempt appointment in Class 1128 Registrar of Voters per Charter Section 8.300(5). (Calendar Item No. 9)

Action: Adopt staff report. Approve a temporary exempt appointment to a position in Class 1128 Registrar of Voters for the period from date of hire to June 30, 1990.

1072-88 Amendment of the specification for Class 2232 Senior Physician Specialist. (Calendar Item No. 10)

Action: Adopt staff report.

1. Amend the specification for Class 2232 Senior Physician Specialist. Class specification as detailed in the staff report.
2. Exempt Class 2232 Senior Physician Specialist from Civil Service examination per Charter Section 8.300(a).
3. Civil Service rights of current permanent incumbents continue without change.





CLASSIFICATION MATTERS (cont.)

1073-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
459-87/88	Airport	Industrial Back Institute, Inc.
460-87/88	Public Health	Center for Human Development, Inc.
461-87/88	Public Health	Carolyn K. Harvey, D.P.M.
462-87/88	Public Health	Bayview Hunter's Point Foundation - 18th Street Services
463-87/88	Public Health	Women's Alcoholism Center
464-87/88	Public Health	National Council on Alcoholism-Bay Area
465-87/88	Public Health	County of San Mateo-Division of Mental Health Services
466-87/88	Public Health	John R. Hayes
467-87/88	Public Health	Youth Projects, Inc.
468-87/88	Public Utilities Commission	Corrosion Engineering Research Co.
469-87/88	Public Works	Asbestos Consultants of California, Inc.
470-87/88	Recreation and Park	S.F. League of Urban Gardeners
471-87/88	SFUSD	Hall-Kimbrell Environmental Services
472-87/88	Public Health	Hallie Beacham, M.D.
Action:	1.	Contract 471-87/88 over to the meeting of May 2, 1988.
	2.	Adopt balance of this staff report; notify the offices of the Controller and the Purchaser.

IN-SERVICE MATTERS

4321-88 Request to designate Class 1242 Personnel Analyst as promotive for lay-off purposes. (Calendar Item No. 11)

Action: Over to the meeting of May 2, 1988 at the request of staff.

4322-88 Request for exception to the order of lay-off in Class 1244 Senior Personnel Analyst in the Civil Service Commission. (Calendar Item No. 12)

Action: Over to the meeting of May 2, 1988 at the request of staff.



IN-SERVICE MATTERS (cont.)

4323-88 Resolution of Commendation for Roberta M. McDonough, Director of Training upon her retirement after fourteen (14) years of service. (Calendar Item No. 4)

Action: Adopt.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 18, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Lonnie Angel, 7215 General Laborer Supervisor I, 71/CPE-1,  
Department of Public Works, 2/18/88. (Calendar Item No. 25) (7)

March 21, 1988: Over to the meeting of April 18, 1988 at  
Mr. Angel's request.

Action: Cancel all current examination and eligibility status.  
Future employment subject to review and approval of the  
General Manager, Personnel after satisfactory completion  
of one year's work experience outside the City and  
County service. Not to be employed again by the  
Department of Public Works.

Clarke A. Claherty, 9163 Transit Operator, 32/E-126, Public  
Utilities Commission, San Francisco Municipal Railway, 2/16/88.  
(Calendar Item No. 21) (2)

April 4, 1988: Over to the meeting of April 18, 1988 at  
the request of Mr. Claherty's attorney.

Action: Off calendar at the request of the Public Utilities  
Commission.

Angela Cunningham, 1444 Secretary I, 20/CPE-21, Airports Commission,  
3/15/88. (Calendar Item No. 24) (6)

Action: Not to be employed again by the Airports Commission.  
Must provide proof of satisfactory completion of a  
recognized Drug/Alcohol Rehabilitation Program prior to  
reemployment with the City and County of San Francisco.

Carl F. Fah, 7381 Automotive Mechanic, 162/E-8, Public Utilities  
Commission, San Francisco Municipal Railway, 3/18/88. (Calendar  
Item No. 27) (7)

April 4, 1988: Over to the meeting of April 18, 1988 at  
the request of Mr. Fah's attorney.

Action: Over to the meeting of May 16, 1988 at the request of  
Mr. Fah's attorney.



Earl S. Fibish, 1650 Accountant, 226/E-41, Health Service System, Membership Division, 4/15/88. (Calendar Item No. 20) (4)

Action: Over to the meeting of May 2, 1988 at the request of the Health Service System.

Attila M. Foti, 7355 Truck Driver, 13/E-3, Department of Public Works, 3/10/88. (Calendar Item No. 18) (4)

Action: Dismiss from the Service. Return name to eligible list for Class 7355 Truck Driver. Not to be employed again by the Department of Public Works. (Vote of 3 to 1: Commissioner Lee dissent).

Catherine Wang Morris, 2305 Psychiatric Technician, 9/E-11, Department of Public Health, San Francisco General Hospital Medical Center, 11/17/87. (Calendar Item No. 23) (6)

February 22, 1988: Over to the meeting of March 7, 1988 at the request of Local 250.

March 7, 1988: Over to the meeting of March 21, 1988 at the request of the Department of Public Health.

March 21, 1988: Over to the meeting of April 18, 1988 at the request of the Department of Public Health.

Action: Accept resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service. Not to be employed again by the Department of Public Health.

Terrence O'Neal, 9102 Transit Car Cleaner, 22/E-5, Public Utilities Commission, San Francisco Municipal Railway, 3/8/88. (Calendar Item No. 28) (7)

April 4, 1988: Over to the meeting of April 18, 1988 at the joint request of Local 790 and the Public Utilities Commission.

Action: Over to the meeting of May 2, 1988 at the request of Local 790.

Robert J. Ribeiro, Q2 Police Officer, 24/E-93, San Francisco Police Department, 12/3/87. (Calendar Item No. 22) (6)

February 22, 1988: Over to the meeting of April 18, 1988 at the request of Mr. Ribeiro.

Action: Over to the meeting of May 16, 1988 at Mr. Ribeiro's request.





Douglas Richmond, H2 Firefighter, 30.5/E-25, San Francisco Fire Department, 3/9/88. (Calendar Item No. 19) (4)

Action: Off calendar at the request of Mr. Richmond. Mr. Richmond to notify the Assistant Secretary when prepared to proceed. Mr. Richmond is ineligible for all employment with the City and County of San Francisco pending final determination by the Civil Service Commission.

Rosario Sy-Miller, 1424 Clerk Typist, 3/CPE-205, San Francisco Residential Rent Stabilization and Arbitration Board, 10/1/87. (Calendar Item No. 17) (4)

November 2, 1987: Over to the meeting of November 16, 1987 at request of Ms. Sy-Miller's attorney.

November 16, 1987: Off calendar at the request of the San Francisco Residential Rent Stabilization and Arbitration Board.

Action: Dismiss from the Service. Return name to eligible list for Class 1424 Clerk Typist. Not to be employed again by the San Francisco Residential Rent Stabilization and Arbitration Board.

Annie Waskom, 2390 Central Processing and Distribution Technician, 5.5/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 2/22/88. (Calendar Item No. 26) (7)

April 4, 1988: Over to the meeting of April 18, 1988 at the request of the Department of Public Health.

Action: Over to the meeting of May 2, 1988 by Commission action.

David P. Willis, 2716 Custodial Assistant Supervisor, 10/CPE-2, Airports Commission, 3/23/88. (Calendar Item No. 16) (5)

Action: Over to the meeting of May 2, 1988 at the request of Local 790.

#### INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 29)

None.

#### A D J O U R N M E N T

In memory of William Jack Chow, a former Civil Service Commissioner from July 1, 1971 to November 15, 1977, who died April 11, 1988.





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

A. Lee Munson  
Carlota Texidor del Portillo  
Cleo Donovan  
Louis Hop Lee

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## SPECIAL MEETING MINUTES

MAY 6, 1988

PUBLIC HEALTH AUDITORIUM

ROOM 300, THIRD FLOOR, 101 GROVE STREET

9 A.M.

Present: Commissioner Donovan  
Commissioner Lee  
Commissioner Munson  
Commissioner Texidor del Portillo

Commissioner Munson presided.

4348-88 Request to designate entrance appointments made to a higher class  
in a class series as promotive for lay-off purposes.  
(Calendar Item No. 1)

May 2, 1988: Over to the Special Meeting of May 6, 1988  
at the request of staff.

Action: Off calendar.

DOCUMENTS SEPT.

MAY 13 1988

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# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

A. Lee Munson  
Carlota Texidor del Portillo  
Cleo Donovan  
Louis Hop Lee

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
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General Manager, Personnel  
Assistant Secretary

## SPECIAL MEETING MINUTES

MAY 6, 1988

PUBLIC HEALTH AUDITORIUM

ROOM 300, THIRD FLOOR, 101 GROVE STREET

DUE TO THE LENGTH OF THE SPECIAL MEETING OF  
MAY 6, 1988 WHICH LASTED FROM 9:00 A.M. TO 6:00 P.M.,  
THE MEETING WAS RECESSED AND CONTINUED TO  
SATURDAY, MAY 7, 1988 AND LASTED FROM 8:00 A.M. TO 10:00 A.M.

Present: Commissioner Donovan  
Commissioner Lee

(Items Missed: Item 1 -  
DPH/CMHS in part, DPH/LHH,  
and DPH/SFGH)

Commissioner Munson

(Items Missed: Item 1 -  
Recreation and Parks)

Commissioner Texidor del Portillo

Commissioner Texidor del Portillo presided over Item 1 - Recreation and Parks.

Commissioner Munson presided over the balance of the calendar.

4360-88 Review of Departmental Requests to Add Special Qualifications or  
Skills to Positions. (Calendar Item No. 1)

- Action:
1. Upon her request and on a motion duly made and unanimously passed, the Civil Service Commission excused Commissioner Carlota Texidor del Portillo from voting on requests from the San Francisco Community College District. (Charter Section 3.500)
  2. Amend staff report to reflect Civil Service Commission action approving the following departmental requests (Commissioner Carlota Texidor del Portillo abstained from voting on requests from the San Francisco Community College District):

<u>DEPARTMENT</u>	<u>CLASS</u>	<u>REQ #</u>	<u>ACTION/ MODIFICATION</u>
Arts Commission	1840	P-17	Approve
	1842	T-30089	Approve
	1840	P-50	Approve



<u>DEPARTMENT</u>	<u>CLASS</u>	<u>REQ #</u>	<u>ACTION/ MODIFICATION</u>
Academy of Science	7334	P-162	Approve
	7334	P-160	Approve
	7205	P-161	Approve with modification
Airports Commission	1404	T-60023	Approve
	7372	12 Pos.	Approve
	1446	P-2233	Approve
	7335	P-996	Approve
	7335	P-999	Approve
	7335	P-1612	Approve
	7334	26 Pos.	Approve
Commission on Aging	1656	P-5	Approve
S.F. Community College District	1404	P-1317	Approve
	1424	P-1183	Approve
	1426	P-1235	Approve
Tax Collector	1632	P-187	Approve with modification
	1634	P-189	Approve with modification
Port Commission	1406	P-1068	Approve with modification
	7213	P-916	Approve
	7347	P-779	Approve
	7347	P-914	Approve
	7347	P-915	Approve
	7347	P-1020	Approve
	7347	P-1109	Approve
	7332	P-969	Approve
Recreation and Parks	3434	P-3343	Approve
	3434	P-3357	Approve
	3434	P-3342	Approve
	3434	P-3344	Approve
	3434	P-3682	Approve
	3434	P-3687	Approve
	3434	P-3683	Approve
	3434	P-3677	Approve
	3434	P-3679	Approve
	3434	P-3751	Approve
	3434	P-3750	Approve
	3434	T-60010	Approve
	3434	T-60011	Approve
	7328	T-70060	Approve
	3280	P-3605	Approve
Public Library	3634	T-70011	Approve
	3618	P-2152	Approve
	3618	P-1852	Approve
	3630	P-2026	Approve
	3630	P-2116	Approve
	3610	P-2156	Approve
	3630	P-2214	Approve
	3630	P-2228	Approve
	3610	P-2234	Approve
	3632	P-2253	Approve
	3634	P-2255	Approve
	3630	P-2265	Approve
	3632	T-40051	Approve
	3632	T-40069	Approve
	3630	T-50020	Approve
	3630	T-60011	Approve
	3630	T-70007	Approve
Social Services	1426	P-5599	Approve
	1426	P-4825	Approve
	1426	P-8106	Approve
	1426	P-7915	Approve
	1426	P-7296	Approve





<u>DEPARTMENT</u>	<u>CLASS</u>	<u>REQ #</u>	<u>ACTION/ MODIFICATION</u>
Commission on Status of Women	2996	P-863	Approve with modification
Public Health/ Central Office	2320	P-2131	Approve
	2320	T-06562	Approve
	2323	T-60007	Approve
	2323	T-60007	Approve
	2323	P-2434	Approve
	2588	P-5956	Approve
	2588	P-2929	Approve
	2591	T-47963	Approve
	2830	P-511	Approve
	2846	T-60138	Approve
Public Health/ Community Mental Health Services	2320	P-2595	Approve
	2320	T-70075	Approve
	2320	TX-70156	Approve
	2320	T-60339	Approve
	2320	T-70039	Approve
	2320	T-70142	Approve
	2320	TX-70084	Approve with modification
	2320	T-60250	Approve
	2320	T-70198	Approve
	2320	TX-70086	Approve with modification
	2320	TX-70197	Approve with modification
	2320	T-60060	Approve with modification
	2322	T-60133	Approve
	2323	P-6699	Approve
	2930	T-17459	Approve
	2930	T-70122	Approve
	2932	T-60159	Approve
	2930	T-47765	Approve with modification
	2930	T-47764	Approve
	2930	T-70017	Approve with modification
	2932	T-70146	Approve
	2585	TX-60110	Approve
Public Health/ Laguna Honda Hospital	7334	P-3103	Approve
	7334	P-3097	Approve
	7334	P-3098	Approve
	7334	P-3099	Approve
	7334	P-3101	Approve
	7334	P-3093	Approve
	7334	P-3096	Approve
	2328	TX-40167	Approve
	2587	TX-50053	Approve
	2593	P-3958	Approve
Public Health/ S.F. General Hospital	7334	P-4477	Approve
	7334	P-4337	Approve
	1404	TX-40396	Approve
	2328	P-3558	Approve
	2304	P-7498	Approve
Public Utilities Commission	1402	P-0376	Approve
	1406	P-9244	Approve
	1424	P-0775	Approve
	1602	P-9892	Approve
	1736	P-00560	Approve
	1737	P-09997	Approve
	1738	P-00561	Approve
	1864	P-8575	Approve
	1873	P-00078	Approve with modification
	1875	P-08585	Approve with modification
	1876	P-00007	Approve
PUC/Hetch Hetchy	1823	T-70048	Approve



<u>DEPARTMENT</u>	<u>CLASS</u>	<u>REQ #</u>	<u>ACTION/ MODIFICATION</u>
PUC/Municipal Railway	1804	T-62100	Approve
	7219	P-0887	Approve
	7318	P-9805	Approve
	7441	P-9459	Approve
PUC/Water	1842	TX60068	Approve
	2416	P-1143	Approve
	2416	P-1334	Approve
	5206	P-1260	Approve
	5208	T-60112	Approve

3. Adopt balance of this staff report; deny requests.

4361-88      Review of Positions with Special Qualifications or Skills  
(Documented by Original Requisition). (Calendar Item No. 2)

- Action:
1. Upon her request and on a motion duly made and unanimously passed, the Civil Service Commission excused Commissioner Carlota Texidor del Portillo from voting on requests from the San Francisco Community College District. (Charter Section 3.500)
  2. Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if incumbents in positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exception, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills. (Commissioner Texidor del Portillo abstained from voting on requests from the San Francisco Community College District)

4362-88      Review of Positions with Special Qualifications or Skills  
(Documented by Examination Announcement/Eligible List/Testing/or other method from the record). (Calendar Item No. 3)

- Action:
1. Upon her request and on a motion duly made and unanimously passed, the Civil Service Commission excused Commissioner Carlota Texidor del Portillo from voting on requests from the San Francisco Community College District. (Charter Section 3.500)
  2. Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if incumbents in positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exception, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills. (Commissioner Texidor del Portillo abstained from voting on requests from the San Francisco Community College District)





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

A. Lee Munson  
Carlota Texidor del Portillo  
Cleo Donovan  
Louis Hop Lee

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

REGULAR MEETING - MAY 16, 1988

AMENDED

PART I - 3 P.M.

Present: Commissioner Donovan  
Commissioner Lee  
Commissioner Munson

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MAY 23 1988

Excused: Commissioner Texidor del Portillo

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Commissioner Munson presided

MINUTES: Regular Meeting of May 2, 1988

Action: Approve.

### ANNOUNCEMENTS

1. The Civil Service Commission recessed into executive session following the completion of the Part I and Part II calendar to meet with its Chief Labor Negotiator on a labor relations matter. In attendance were Commissioners Donovan, Lee and Munson. The Commission gave instructions to its Negotiator. No action was taken. The meeting was adjourned following the executive session.
2. Commissioner A. Lee Munson was appointed to the Standing Committee on Charter and Rules Revision. (Commissioner Louis Hop Lee and Commissioner Carlota Texidor del Portillo are current committee members.)

### CLASSIFICATION MATTERS

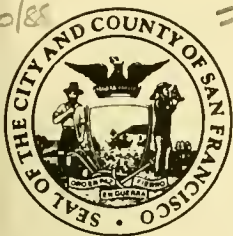
1087-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
486-87/88	Public Utilities Commission	DeLeuw, Cather and Company
487-87/88	Public Utilities Commission	Westin Engineering, Inc.
488-87/88	Public Works	DeLeuw-Greeley, A Joint Venture

May 2, 1988: 1. Contracts 486-87/88 and 487-87/88 over to the meeting of May 16, 1988 at the request of the Mayor's Budget Office.



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# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

A. Lee Munson  
Carlota Texidor del Portillo  
Cleo Donovan  
Louis Hop Lee

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

REGULAR MEETING - MAY 16, 1988

PART I - 3 P.M.

DOCUMENTS DEPT.

MAY 19 1988

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Present: Commissioner Donovan  
Commissioner Lee  
Commissioner Munson

Excused: Commissioner Texidor del Portillo

Commissioner Munson presided

MINUTES: Regular Meeting of May 2, 1988

Action: Approve.

### ANNOUNCEMENTS

1. The Civil Service Commission recessed into executive session following the completion of the Part I and Part II calendar to meet with its Chief Labor Negotiator on a labor relations matter. In attendance were Commissioners Donovan, Lee and Munson. The Commission gave instructions to its Negotiator. No action was taken. The meeting was adjourned following the executive session.
2. Commissioner A. Lee Munson was appointed to the Standing Committee on Charter and Rules Revision. (Commissioner Louis Hop Lee and Commissioner Carlota Texidor del Portillo are current committee members.)

### CLASSIFICATION MATTERS

1078-88	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	486-87/88	Public Utilities Commission	DeLeuw, Cather and Company
	487-87/88	Public Utilities Commission	Westin Engineering, Inc.
	488-87/88	Public Works	DeLeuw-Greeley, A Joint Venture

May 2, 1988: 1. Contracts 486-87/88 and 487-87/88 over to the meeting of May 16, 1988 at the request of the Mayor's Budget Office.





CLASSIFICATION MATTERS (cont.)

1078-88  
(cont.)

2. Contract 488-87/88 over to the meeting of May 16, 1988 at the requests of Local 21, Department of Public Works and the Mayor's Budget Office.

- Action:
1. Contract 488-87/88 over to the meeting of June 6, 1988 at the request of the Mayor's Budget Office.
  2. Adopt balance of this staff report; notify the offices of the Controller and the Purchaser.

1087-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
490-87/88	Airport	The Parry Company
491-87/88	Airport	Hesselberg, Kessel & Associates, Inc.
492-87/88	Airport	Mason Tillman & Associates
493-87/88	Public Works	Smith - Emery Company
494-87/88	Commission on Aging	Doyle, Williams, Adley & Company
495-87/88	Controller	Northwest Systems Group
496-87/88	Public Health	S.F. AIDS Foundation
497-87/88	Public Health	Asian American Recovery Services, Inc.
498-87/88	Public Health	Northeast Medical Services
499-87/88	Public Health	Urban Indian Health Board
500-87/88	Public Health	Ella Hill Hutch Community Center
501-87/88	Public Health	Mission Area Health Associates
502-87/88	Public Health	Mt. Zion Hospital
503-87/88	Public Health	St. Luke's Neighborhood Clinic
504-87/88	Public Health	U.C. Regents, S.F. General Hospital
505-87/88	Public Health	St. Mary's Hospital
506-87/88	Public Health	H.H. Brady, D.D.S.
507-87/88	Public Utilities Commission	S.F. State University
508-87/88	Social Services	St. Vincent de Paul
509-87/88	Social Services	The Episcopal Sanctuary
510-87/88	Social Services	St. Benedict Center Interpreting Services



CLASSIFICATION MATTERS (cont.)

1087-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
511-87/88	Social Services	Association for Retarded Citizens
512-87/88	Social Services	Salvation Army
513-87/88	Social Services	Conard House, Inc., S.F. Support Services
514-87/88	Social Services	Recreation Center for the Handicapped (RCH)
515-87/88	Social Services	Geneva Social Development Center
516-87/88	Social Services	J. Donald Cohon, Jr., Ph.D.
517-87/88	Social Services	Valata Jenkins-Monroe, Ph.D.
518-87/88	Social Services	Martin E. Glasser, M.D.
519-87/88	Social Services	Alicia F. Lieberman, Ph.D.
520-87/88	Social Services	Carolyn B. Block, Ph.D.
521-87/88	Commission on Status of Women	Nancy Franco
522-87/88	City Planning	Architectural Review Panelist #2
523-87/88	City Planning	Architectural Review Panelist #1
524-87/88	Public Health	SMS Systems Corporation
525-87/88	Public Works	APPINTEC
526-87/88	Real Estate	Robert H. Paschall
527-87/88	SFUSD	Foster Engineering, Inc.
528-87/88	Airport	United Health Service Maintenance, Inc.
529-87/88	Public Health	Vargas, Cruz and Patel
530-87/88	Public Health	Multicultural Prevention Resource Center
531-87/88	CAO	Sanitary Fill Company

- Action:
1. Contracts 498-87/88, 499-87/88, 500-87/88, 501-87/88, 502-87/88, 503-87/88, 504-87/88, 505-87/88, 516-87/88, 517-87/88, 518-87/88, 519-87/88 and 520-87/88 over to the meeting of June 6, 1988 at the request of the Mayor's Budget Office.
  2. Adopt balance of this staff report; notify the offices of the Controller and the Purchaser.



IN-SERVICE MATTERS

4388-88    Review of Vacant Personnel Requisitions with Special Qualifications or Skills and Authorization for Exception to the Order of Lay-Off if Such Positions are Subject to Displacement. (Calendar Item No. 6)

Action:     Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if position requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 16, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Andre Anderson, 7421 Sewer Maintenance Worker, 15/E-1, Department of Public Works, Bureau of Street & Sewer Repair, 4/20/88. (Calendar Item No. 8) (3)

Action: Off calendar at the request of the Department of Public Works.

Charles Douglas, 9163 Transit Operator, 127/E-119, Public Utilities Commission, San Francisco Municipal Railway, 3/4/88. (Calendar Item No. 10) (2)

Action: Over to the meeting of June 6, 1988 at the request of the Public Utilities Commission.

Carl F. Fah, 7381 Automotive Mechanic, 162/E-8, Public Utilities Commission, San Francisco Municipal Railway, 3/18/88. (Calendar Item No. 14) (7)

April 4, 1988: Over to the meeting of April 18, 1988 at the request of Mr. Fah's attorney.

April 18, 1988: Over to the meeting of May 16, 1988 at the request of Mr. Fah's attorney.

Action: Over to the meeting of June 6, 1988 at the request of the Public Utilities Commission.

Karl A. Griffin, 8222 Housing Authority Police Officer, 1/HOP-1, San Francisco Police Department, NET/Golden Gate, 4/8/88. (Calendar Item No. 16) (7)

Action: Not to be employed again by the San Francisco Police Department.

Robert J. Ribeiro, Q2 Police Officer, 24/E-93, San Francisco Police Department, 12/3/87. (Calendar Item No. 11) (6)

February 22, 1988: Over to the meeting of April 18, 1988 at Mr. Ribeiro's request.

April 18, 1988: Over to the meeting of May 16, 1988 at Mr. Ribeiro's request.

Action: Over to the meeting of June 20, 1988 at Mr. Ribeiro's request.





Clair E. Schulte, 2662 Food Service Director, 2/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 3/2/88. (Calendar Item No. 12) (6)

May 2, 1988: Over to the meeting of May 16, 1988 at the request of the Department of Public Health.

Action: Off calendar at Mr. Schulte's request. Mr. Schulte to notify the Assistant Secretary when prepared to proceed. Mr. Schulte is ineligible for all employment with the City and County pending final determination by the Civil Service Commission.

Algernon Williams, 9163 Transit Operator, 1284/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/5/88. (Calendar Item No. 15) (7)

Action: Over to the meeting of June 20, 1988 at Mr. Williams' request.

Lonna Williams, 2302 Orderly, 1/E-318, Department of Public Health, Laguna Honda Hospital, 2/24/88. (Calendar Item No. 13) (7)

April 4, 1988: Over to the meeting of May 2, 1988 at the request of the Department of Public Health.

May 2, 1988: Over to the meeting of May 16, 1988 at the request of Local 250.

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Linda Zimmerman, 2830 Public Health Nurse, 21/E-83, Department of Public Health, Central Office, 4/25/88. (Calendar Item No. 9) (4)

Action: Over to the meeting of June 6, 1988 at the joint request of Local 790 and the Department of Public Health.

#### INDIVIDUALS' REQUESTS TO SPEAK

None.

#### A D J O U R N M E N T





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

A. Lee Munson  
Carlota Texidor del Portillo  
Cleo Donovan  
Louis Hop Lee

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

DOCUMENTS DEPT.

JUN 10 1988

REGULAR MEETING - JUNE 6, 1988

SAN FRANCISCO  
PUBLIC LIBRARY

PART I - 2 P.M.

Present: Commissioner Donovan  
Commissioner Lee

(Items Missed: Minutes, 4  
& 5)

Commissioner Munson  
Commissioner Texidor del Portillo

Commissioner Munson presided

MINUTES: A. Special Meeting of May 6, 1988  
B. Special Meeting of May 6, 1988  
C. Regular Meeting of May 16, 1988

Action: Approve.

### ELECTION OF COMMISSION OFFICERS

Commissioner Louis Hop Lee elected President of the Commission for a term expiring May 31, 1989; Commissioner Carlota Texidor del Portillo elected Vice President of the Commission for a term expiring May 31, 1989.

### CLASSIFICATION MATTERS

1052-88 Review of request for approval of proposed personal services contract. (Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
428-87/88	Airport	Barry Shapiro and Associates

March 21, 1988: Contracts 428-87/88 and 430-87/88 off calendar at the request of staff.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.



CLASSIFICATION MATTERS (cont.)

1078-88 Review of request for approval of proposed personal services contract. (Calendar Item No. 7)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
488-87/88	Public Works	DeLeuw-Greeley, A Joint Venture
May 2, 1988:	1.	Contracts 486-87/88 and 487-87/88 over to the meeting of May 16, 1988 at the request of the Mayor's Budget Office.
	2.	Contract 488-87/88 over to the meeting of May 16, 1988 at the requests of Local 21, Department of Public Works and the Mayor's Budget Office.
May 16, 1988:		Contract 488-87/88 over to the meeting of June 6, 1988 at the request of the Mayor's Budget Office.
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1087-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
498-87/88	Public Health	Northeast Medical Services
499-87/88	Public Health	Urban Indian Health Board
500-87/88	Public Health	Ella Hill Hutch Community Center
501-87/88	Public Health	Mission Area Health Associates
502-87/88	Public Health	Mt. Zion Hospital
503-87/88	Public Health	St. Luke's Neighborhood Clinic
504-87/88	Public Health	U.C. Regents, S.F. General Hospital
505-87/88	Public Health	St. Mary's Hospital
516-87/88	Social Services	J. Donald Cohon, Jr., Ph.D.
517-87/88	Social Services	Valata Jenkins-Monroe, Ph.D.
518-87/88	Social Services	Martin E. Glasser, M.D.
519-87/88	Social Services	Alicia F. Lieberman, Ph.D.
520-87/88	Social Services	Carolyn B. Block, Ph.D.
May 16, 1988:	1.	Contracts 498-87/88, 499-87/88, 500-87/88, 501-87/88, 502-87/88, 503-87/88, 504-87/88, 505-87/88, 516-87/88, 517-87/88, 518-87/88, 519-87/88 and 520-87/88 over to the meeting of June 6, 1988 at the request of the Mayor's Budget Office.
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	



CLASSIFICATION MATTERS (cont.)

1093-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 9)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
532-87/88	Commission on Aging	Asian Law Caucus
533-87/88	Commission on Aging	Bayview Hunters Point Multipurpose Senior Center
534-87/88	Commission on Aging	Bernal Heights Community Foundation
535-87/88	Commission on Aging	Canon Kip
536-87/88	Commission on Aging	Catholic Charities
537-87/88	Commission on Aging	Centro Latino de S.F., Inc.
538-87/88	Commission on Aging	Centro Latino de S.F., Inc.
539-87/88	Commission on Aging	Church of the Advent
540-87/88	Commission on Aging	Church of the Advent
541-87/88	Commission on Aging	Family Service Agency
542-87/88	Commission on Aging	Filipino-American Council of S.F.
543-87/88	Commission on Aging	Filipino-American Council of S.F.
544-87/88	Commission on Aging	Golden Gate Senior Services
545-87/88	Commission on Aging	Kimochi, Inc.
546-87/88	Commission on Aging	Kimochi, Inc.
547-87/88	Commission on Aging	Legal Assistance to the Elderly
548-87/88	Commission on Aging	Meals on Wheels of S.F., Inc.
549-87/88	Commission on Aging	Meals on Wheels of S.F., Inc.
550-87/88	Commission on Aging	Mission Community Legal Defense, Inc.
551-87/88	Commission on Aging	Mission Neighborhood Center, Inc.
552-87/88	Commission on Aging	Mt. Zion Hospital & Medical Center
553-87/88	Commission on Aging	Multi-Service Center for Koreans
554-87/88	Commission on Aging	Native American Indian Senior Center, Inc.
555-87/88	Commission on Aging	Native American Indian Senior Center, Inc.
556-87/88	Commission on Aging	North of Market Senior Services
557-87/88	Commission on Aging	Operation Concern of PPMC
558-87/88	Commission on Aging	PPMC Senior Services





**CLASSIFICATION MATTERS (cont.)****1093-88  
(cont.)**

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
559-87/88	Commission on Aging	PPMC Senior Services
560-87/88	Commission on Aging	Pleasure Endeavors Projects, Inc.
561-87/88	Commission on Aging	Reality House West
562-87/88	Commission on Aging	Recreation Center for the Handicapped, Inc.
563-87/88	Commission on Aging	Russian American Community Services
564-87/88	Commission on Aging	Russian American Community Services
565-87/88	Commission on Aging	The Salvation Army
566-87/88	Commission on Aging	The Salvation Army
567-87/88	Commission on Aging	S.F. Council of Churches
568-87/88	Commission on Aging	S.F. Council of Churches
569-87/88	Commission on Aging	S.F. Senior Center, Downtown Branch
570-87/88	Commission on Aging	Self-Help for the Elderly
571-87/88	Commission on Aging	Self-Help for the Elderly
572-87/88	Commission on Aging	Services for Seniors
573-87/88	Commission on Aging	Services for Seniors
574-87/88	Commission on Aging	Support Services for Elders, Inc.
575-87/83	Commission on Aging	United Jewish Community Centers
576-87/88	Commission on Aging	United Jewish Community Centers
577-87/88	Commission on Aging	Visitacion Valley Community Center
578-87/88	Commission on Aging	Visitacion Valley Senior Services
579-87/88	Commission on Aging	Western Addition Senior Citizens Services Center
580-87/88	Commission on Aging	Western Addition Senior Citizens Services Center
581-87/88	Commission on Aging	Y.M.C.A. of San Francisco
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

**1094-88** Review of requests for approval of proposed personal services contracts. (Calendar Item No. 10)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
582-87/88	Public Health	Asian American Recovery Services, Inc.



CLASSIFICATION MATTERS (cont.)

1094-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
583-87/88	Public Health	Baker Places, Inc.
584-87/88	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc. (Center for Problem Drinkers)
585-87/88	Public Health	Chemical Awareness & Treatment Services, Inc. (C.A.T.S.)
586-87/88	Public Health	Friendship House Association of American Indians, Inc.
587-87/88	Public Health	Henry Ohlhoff House
588-87/88	Public Health	Liberation House, Inc.
589-87/88	Public Health	Mission Council on Alcohol Abuse for the Spanish-Speaking, Inc.
590-87/88	Public Health	National Council on Alcoholism-Bay Area
591-87/88	Public Health	North of Market Senior Services, Inc.
592-87/88	Public Health	Women's Institute for Mental Health, Inc.
593-87/88	Public Health	Westside Community Mental Health Center, Inc.
594-87/88	Public Health	Walden House, Inc.
595-87/88	Public Health	S.F. Suicide Prevention, Inc.
596-87/88	Public Health	Pacific Mental Health Services, Inc. (Operation Concern)
597-87/88	Public Health	St. Vincent De Paul Society of S.F.
598-87/88	Public Health	Salvation Army Harbor Light Services
599-87/88	Public Health	Women's Alcoholism Center, Inc.
600-87/88	Public Health	Youth Projects, Inc. (Haight-Ashbury Alcohol Treatment Services)
601-87/88	Public Health	Horizons Unlimited of S.F., Inc.
602-87/88	Public Health	Drug Abuse Advisory Board
603-87/88	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc. (Drug Treatment)
604-87/88	Public Health	Bay Area Addiction Research & Treatment, Inc. (B.A.A.R.T.)



CLASSIFICATION MATTERS (cont.)

1094-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
605-87/88	Public Health	Mt. Zion Hospital & Medical Center, Bernice Goodwin; Grover Wald, M.D.
606-87/88	Public Health	Support Services for Elders, Inc.
607-87/88	Public Health	S.F. Mental Health Education Funds, Inc.
608-87/88	Public Health	Canon Kip Community House
609-87/88	Public Health	La Cheim Residential Treatment Centers/Don Davis
610-87/88	Public Health	Volunteer Center of S.F.
611-87/88	Public Health	North of Market Senior Services
612-87/88	Public Health	The Episcopal Sanctuary
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1098-88 Survey of one vacant position in Class 2830 Public Health Nurse, Laguna Honda Hospital. (Calendar Item No. 14)

Action: Adopt staff report.

1. Reallocate one position in Class 2830 Public Health Nurse (Sch. 57.5 \$1513B1835) to class 2328 Nurse Practitioner (Sch. 56.0 \$1407B1706).
2. Amend Section 85/00/00 of the Annual Salary Ordinance accordingly.

1100-88 Request to make a temporary exempt appointment in Class 2786 General Services Manager per Charter Section 8.300(5). (Calendar Item No. 15)

Action: Adopt staff report.

1. Approve an exempt appointment to a position in Class 2786 General Services Manager in accordance with Charter Section 8.300(5) for a one year period pending examination action.
2. Approve the appointment of Mr. David Boone, Jr. at the fifth step (\$1706 bi-weekly) of the range for Class 2786 General Services Manager per Section VII - A.3B of the Salary Standardization Ordinance.

1104-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 11)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
613-87/88	Commission on Status of Women	La Casa de las Madres



CLASSIFICATION MATTERS (cont.)1104-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
614-87/88	Commission on Status of Women	Rosalie House
615-87/88	Commission on Status of Women	WOMAN, Inc.
616-87/88	Commission on Status of Women	WOMAN, Inc.
617-87/88	Commission on Status of Women	Donaldina Cameron House
618-87/88	Commission on Status of Women	Nihonmachi Legal Outreach
619-87/88	Commission on Status of Women	La Casa de las Madres
620-87/88	Commission on Status of Women	Asian Women's Shelter
621-87/88	Controller	GE Consulting
622-87/88	Controller	Tim Meager & Associates, Inc.
623-87/88	Controller	JT Consulting, Inc.
624-87/88	Controller	Precision Writing
625-87/88	Controller	Owens Information System, Inc.
626-87/88	Controller	Adroit's, Inc.
627-87/88	Controller	Computer Resources Group
628-87/88	Controller	Information Systems Development, Inc.
629-87/88	Controller	Adroit's, Inc.
630-87/88	Controller	Thorn-EMI, Inc.
631-87/88	Police	Personnel Decisions, Inc.
632-87/88	Public Health	San Francisco Study Center, Inc.
633-87/88	Public Health	International Institute
634-87/88	Public Health	University of California San Francisco Hospitals and Clinics
635-87/88	Public Health	Marshall and Stevens, Inc.
636-87/88	Public Health	Barbara Koenig
637-87/88	Public Health	California College of Podiatric Medicine
638-87/88	Public Health	Bayview Hunter's Point Foundation
639-87/88	Public Health	E1 Instituto Familiar de la Raza
640-87/88	Public Health	Regents-University of California (AIDS Health Project)





1104-88  
(cont.)

CLASSIFICATION MATTERS (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
641-87/88	Public Health	Pacific Presbyterian Medical Center/Garden Sullivan Hospital
642-87/88	Public Health	Alameda County Health Services Agency
643-87/88	Public Health	Pacific Mental Health Services/Operation Concern
644-87/88	Public Health	Friendship House
645-87/88	Public Health	Peter B. Harrison, M.D.
646-87/88	Public Health	Shanti Project
647-87/88	Public Health	Multicultural Prevention Resource Center
648-87/88	Public Health	S.F. AIDS Foundation (Education)
649-87/88	Public Health	SMS Systems Corp.
650-87/88	Public Health	Superior Business Services
651-87/88	Public Health	Peat, Marwick, Main and Co.
652-87/88	Public Health	Visiting Nurses & Hospice of S.F./Pacific Presbyterian Medical Center
653-87/88	Public Utilities Commission	Rudolph Melzner, Water Resource Associates
654-87/88	Public Works	Thomas J. Pehrson
655-87/88	Social Services	Catholic Charities-Hearing Impaired Program
656-87/88	Social Services	Audrey L. Smith Developmental Center
657-87/88	Social Services	St. Patrick's Day Care Center
658-87/88	Social Services	Mission Childcare Consortium, Inc.
659-87/88	Social Services	Economic Opportunity Council
660-87/88	Social Services	Cross Cultural Family Center
661-87/88	Social Services	Family Service Agency of S.F.
662-87/88	Social Services	Florence Crittenton Services
663-87/88	Social Services	S.F. Educational Services
664-87/88	Social Services	Family Service Agency of S.F.
665-87/88	Social Services	Audrey L. Smith Developmental Center, Inc.
666-87/88	Social Services	Glide Foundation
667-87/88	Controller	Computer Resources Group
668-87/88	Controller	Computer Resources Group



CLASSIFICATION MATTERS (cont.)

1104-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
669-87/88	Controller	Computer Resources Group
670-87/88	Controller	Gentry, Inc.
671-87/88	Controller	Berkeley Software
672-87/88	Controller	Adroit's, Inc.
673-87/88	Controller	Computer Resources Group
674-87/88	Controller	Systems Group
675-87/88	Social Services	University of California Early Parenting Project
676-87/88	Public Health	Hayt, Hayt & Landau
677-87/88	Public Utilities Commission	Raymond Brooks Engineering
678-87/88	Public Utilities Commission	John Nimmons & Associates
679-87/88	Public Health	Regents, University of California, San Francisco
680-87/88	Human Rights Commission	New College School of Law
681-87/88	Social Services	Ginny Pizzardi
682-87/88	Social Services	Children's Home Society of California
683-87/88	Social Services	Children's Home Society of California
684-87/88	Public Utilities Commission	Bechtel North American Power Corp.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1106-88 Classification of positions in various City departments.  
(Calendar Item No. 12)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Laguna Honda Hospital	1	2324 Nursing Supervisor (Sch. 58.9 \$1618B1965)	Same
Public Health/ CMHS	1	1632 Senior Account Clerk (Sch. 44.8 \$826B998)	Same
Airport	1	5177 Safety Officer (Sch. 61.3 \$1818B2209)	Same
Civil Service Commission	1	1450 Executive Secretary I (Sch. 47.0 \$916B1109)	1452 Executive Secretary II Sch. 48.2 \$970B1174
S.F. Community College District	1	1446 Secretary II (Sch. 45.1 \$838B1013)	Same

Action: Adopt staff report.



### COMPENSATION MATTERS

- 2109-88 Request for appointment above the entrance rate for various employees. (Calendar Item No. 13)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Kathryn Perry 1872 Programmer Analyst	Controller	3	3
Charles Mitchell 9357 Chief Wharfinger	Port	5	5
Robert Nuell 9397 Property Development Manager	Port	4	4
Dean Coffey 1172 General Manager, PUC	Public Utilities Commission	3	3
Julia Lopez 2974 General Manager, DSS	Social Services	4	4

Action: Adopt staff report.

### EXAMINATION MATTERS

- 3106-88 Appeal of examination announcement for Class 9210 Airport Police Officer. (Calendar Item No. 21)

Action: Adopt staff report; deny appeal of Richard Rothman.

- 3516-88 Appeal of background rejection for Class 8304 Deputy Sheriff. (Calendar Item No. 20)

Action: Over to the meeting of July 18, 1988 at Ms. Inez's request.

### IN-SERVICE MATTERS

- 4321-88 Request to designate Class 1242 Personnel Analyst as promotive for lay-off purposes. (Calendar Item No. 16)

April 18, 1988: Over to the meeting of May 2, 1988 at the request of staff.

May 2, 1988: Off calendar.

Action: Adopt staff report.

- 4412-88 Resolution of Commendation for Grant S. Mickins, III, Director, Human Rights Commission upon his retirement. (Calendar Item No. 5)

Action: Adopt.



IN-SERVICE MATTERS (cont.)

4447-88 Review of new Personnel Requisitions with Special Qualifications or Skills and Authorization for Exception to the Order of Lay-Off if Such Positions are Subject to Displacement. (Calendar Item No. 17)

Action: Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if position requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 6, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Arthur Coutinho, 9210 Airport Police Officer, 21/E-14, Airports Commission, 5/18/88. (Calendar Item No. 25) (4)

Action: Not to be employed again by the Airports Commission.

Charles Douglas, 9163 Transit Operator, 127/E-119, Public Utilities Commission, San Francisco Municipal Railway, 3/4/88. (Calendar Item No. 26) (2)

May 16, 1988: Over to the meeting of June 6, 1988 at the request of the Public Utilities Commission.

Action: Over to the meeting of June 20, 1988 at the request of the Public Utilities Commission.

Carl F. Fah, 7381 Automotive Mechanic, 162/E-8, Public Utilities Commission, San Francisco Municipal Railway, 3/18/88. (Calendar Item No. 29) (7)

April 4, 1988: Over to the meeting of April 18, 1988 at the request of Mr. Fah's attorney.

April 18, 1988: Over to the meeting of May 16, 1988 at the request of Mr. Fah's attorney.

May 16, 1988: Over to the meeting of June 6, 1988 at the request of the Public Utilities Commission.

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of six (6) month's work experience outside the City and County service. Must provide proof of satisfactory completion of a recognized Drug/Alcohol Rehabilitation Program prior to reemployment with the City and County of San Francisco.

Raymond Hearne, 8440 Probation Officer, 13.5/CPE-4, Juvenile Court, Probation Services, 5/5/88. (Calendar Item No. 28) (7)

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Juvenile Court.



Michael C. Inan, 6333 Senior Building Inspector, 3/CPE-1, Department of Public Works, Bureau of Building Inspection, 3/12/88. (Calendar Item No. 23) (5)

May 2, 1988: Over to the meeting of June 6, 1988 at the request of Mr. Inan's attorney.

Approve. Reinstate to a position in the class from which promoted (Class 6331 Building Inspector). Return name to eligible list in Class 6333 Senior Building Inspector.

Asuquo Nkop, 1404 Clerk, 7/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 4/22/88. (Calendar Item No. 27) (7)

Action: Over to the meeting of July 18, 1988 at Mr. Nkop's request.

Linda Zimmerman, 2830 Public Health Nurse, 21/E-83, Department of Public Health, Central Office, 4/25/88. (Calendar Item No. 24) (4)

May 16, 1988: Over to the meeting of June 6, 1988 at the joint request of Local 790 and the Department of Public Health.

Action: No restriction on future employment including right to request to return to the eligible list.

#### INDIVIDUALS' REQUESTS TO SPEAK

None.

#### A D J O U R N M E N T





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Louis Hop Lee  
Carlota Texidor del Portillo  
Cleo Donovan  
A. Lee Munson

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

REGULAR MEETING - JUNE 20, 1988

PART I - 2 P.M.

DOCUMENTS DEPT.

JUN 27 1988

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PUBLIC LIBRARY

Present: Commissioner Donovan  
Commissioner Lee  
Commissioner Texidor del Portillo

Excused: Commissioner Munson

Commissioner Lee presided

MINUTES: Regular Meeting of June 6, 1988

Action: Approve.

### ANNOUNCEMENTS

The Civil Service Commission has cancelled its meetings of July 4, 1988 and September 5, 1988 as these dates conflict with the Independence Day and Labor Day Holidays.

The Commission will meet once in July on Monday, July 18, 1988 and once in September on Monday, September 19, 1988, as regularly scheduled at 2 P.M. and 3 P.M. in Room 282 City Hall.

### CLASSIFICATION MATTERS

1115-88 Review of requests for approval of proposed personal services contracts: Short-Doyle Type Contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
685-87/88	Public Health	Efficient Medical Transportation
686-87/88	Public Health	S.F. Suicide Prevention, Inc.
687-87/88	Public Health	Patients' Rights Advocacy Services, Inc.
688-87/88	Public Health	Parent-Infant Neighborhood Center, Inc.



CLASSIFICATION MATTERS (cont.)

1115-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
689-87/88	Public Health	Audrey L. Smith Developmental Center, Inc.
690-87/88	Public Health	Arriba Juntos-Institute for the Arts of Living
691-87/88	Public Health	Youth Projects, Inc. (Drug Rehabilitation/ Detoxification)
692-87/88	Public Health	Multicultural Training Resource Center, Inc.
693-87/88	Public Health	St. Mary Pharmacy Management Services - James Robertson
694-87/88	Public Health	Swords to Plowshares
695-87/88	Public Health	Progress Foundation
696-87/88	Public Health	Walden House, Inc.
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1117-88 Request from the Controller's Office to make a temporary exempt appointment in Class 1880 Chief of Systems per Charter Section 8.300(5). (Calendar Item No. 8)

Action: Adopt staff report.

1. Approve an exempt appointment effective February 8, 1988 to a position in Class 1880 Chief of Systems in accordance with Charter Section 8.300(5) for a one year period pending examination action.
2. Approve the appointment of Mr. Kenneth Tashien at the third step (\$2459 bi-weekly) of the range for Class 1880 Chief of Systems per Section VII-A.3B of the Salary Standardization Ordinance.

1122-88 Classification of positions in various City departments.  
(Calendar Item No. 7)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommendation</u>
Controller	1	1654 Principal Accountant (Sch. 53.9 \$127381543)	Same
	3	1652 Senior Accountant (Sch. 49.9 \$105281273)	Same
	1	1654 Principal Accountant (Sch. 53.9 \$127381543)	Same
	1	1738 Computer Operations Shift Supervisor (Sch. 50.3 \$107381298)	Same





CLASSIFICATION MATTERS (cont.)

1122-88  
(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommendation</u>
Port	1	1880 Chief of Systems (Sch. 65.5 \$2230B2711)	Approve, continued temporary exempt appointment through June 30, 1989.
S.F. Community College District	1	1842 Management Assistant (Sch. 51.4 \$1131B1368)	1844 Senior Management Assistant (Sch. 54.0 \$1279B1550)
	1	5265 Architectural Associate I (Sch. 54.8 \$1329B1611)	5266 Architectural Associate II (Sch. 57.2 \$1491B1809)
	1	1446 Secretary II (Sch. 45.1 \$838B1013)	1452 Executive Secretary II (Sch. 48.2 \$970B1174)

Action: Adopt staff report.

1123-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
697-87/88	Municipal Court	Larry Lingbloom, Ann Thompson
698-87/88	Police	Law Enforcement Psychological Services, Inc.
699-87/88	Port	Flanagan & Associates
700-87/88	Port	Port Railroads, Inc.
701-87/88	Port	Nippon Maritime Co.
702-87/88	Port	Carlos A. Massera
703-87/88	Port	Grand World Shipping Agencies, Ltd.
704-87/88	Port	Trade Reps, Ltd.
705-87/88	Port	Trade Information Planning System (TIPS)
706-87/88	Port	Journal of Commerce
707-87/88	Port	Specialized Communications
708-87/88	Port	S.F. State University
709-87/88	Public Health	S.F. Hearing & Speech Center
710-87/88	Public Health	The Regents of the University of California
711-87/88	Public Health	Haight Ashbury Free Medical Clinics, Inc.



CLASSIFICATION MATTERS (cont.)

1123-88 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	712-87/88	Public Health	Rose Resnick Center for the Blind and Handicapped, Inc.
	713-87/88	Public Health	Soo Kang, MPH
	714-87/88	Public Health	Aquarius Public Management, Inc.
	715-87/88	Public Health	Rose Resnick Center for the Blind and Handicapped, Inc.
	716-87/88	Public Health	Lyon-Martin Women's Health Services
	717-87/88	Public Health	St. Benedict Center Interpreting Services
	718-87/88	Public Health	Bayview Hunters Point Foundation
	719-87/88	Public Health	Adair & Armstrong
	720-87/88	Public Health	Catholic Social Service of S.F.
	721-87/88	Public Health	Mission Neighborhood Health Center
	722-87/88	Public Health	Catholic Charities
	723-87/88	Public Works	CH2M-Hill, Inc.
	724-87/88	Public Works	Donohue and Associates, Inc.
	725-87/88	Real Estate	Mills-Carneghi-Bautovich, Inc.
	726-87/88	Real Estate	Real Estate Decisions Co., Inc.
	727-87/88	Recreation and Parks	Sheedy Drayage Company
	728-87/88	Public Library	Glenn Davis
	729-87/88	SFUSD	Technical Roof Services, Inc.
	730-87/88	SFUSD	F.W. Associates, Inc.
	731-87/88	Sheriff	National Center on Institutions and Alternatives
	732-87/88	Sheriff	Hastings College of Law
	733-87/88	Sheriff	University of S.F. Law School
	734-87/88	Sheriff	Golden Gate University School of Law
	735-87/88	Sheriff	New College of Law
	736-87/88	Sheriff	University of Santa Clara School of Law
	737-87/88	Sheriff	Wei M. Lew
	738-87/88	Sheriff	William A. Thomas
	739-87/88	Sheriff	Occupational Health Services



CLASSIFICATION MATTERS (cont.)

1123-88 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	740-87/88	Sheriff	Carolyn Block
	741-87/88	Sheriff	Audrey O. Dent
	742-87/88	Social Services	JACKIE, INC.
	743-87/88	Social Services	Catholic Youth Organization
	744-87/88	CAO	Touche Ross International
	745-87/88	CAO	Resource Conservation Consultants
	746-87/88	Convention Facilities	Edgar, Dunn & Conover, Inc.
	747-87/88	Convention Facilities	S.F. Convention & Visitors Bureau
	748-87/88	Convention Facilities	Hood & Strong; Morris David & Co.; Wallace Mah
	749-87/88	Health Service System	Employee Benefit Specialists
	750-87/88	Sheriff	Laura Brainin-Rodriguez
	751-87/88	Sheriff	Ruth Morgan
	752-87/88	Port	Triumph Marketing
	753-87/88	Public Health	Substance Abuse and Forensic S.F. Study Center
	754-87/88	Public Health	Clayton Environmental Consultants, Inc.
	755-87/88	Public Health	Bayview Hunter's Point Foundation
	756-87/88	Public Health	University of California Poison Control/Toxic Information Center
	757-87/88	Mayor's Office	S.F. Educational Services
	758-87/88	Mayor's Office	Morrisania West
	759-87/88	Mayor's Office	Legal Services for Children
	760-87/88	Mayor's Office	Central City Hospitality House
	761-87/88	Mayor's Office	Chinatown Youth Services
	762-87/88	Mayor's Office	Polk Street Town Hall
	763-87/88	Mayor's Office	Real Alternatives Program
	764-87/88	Mayor's Office	Catholic Charities-Mission District
	765-87/88	Mayor's Office	Morrisania West-Operation Contact

- Action:
1. Contract 715-87/88 off calendar at the request of the Department of Public Health.
  2. Amend Contract 707-87/88 for duration dates from July 1, 1988 through September 30, 1988 only.
  3. Adopt balance of staff report; notify the offices of the Controller and the Purchaser.



CLASSIFICATION MATTERS (cont.)

1125-88 Request from the District Attorney's Office to make a temporary exempt appointment in Class 8185 Director, Family Support Bureau. (Calendar Item No. 9)

Action: Adopt staff report.

1. Approve the continuation of a temporary exempt appointment to a position in Class 8185 Director, Family Support Bureau in accordance with Charter Section 8.300(5) for a period not to exceed two years.
2. Approve the continuation of the appointment of Ms. Edwina Young at the fifth step of the range for Class 8185 Director, Family Support Bureau (\$3359 bi-weekly) per the authority of Section VII - A.3 of the Salary Standardization Ordinance.

1254-86 Reconsideration of Civil Service Commission action of August 3, 1987. Reorganization of the Management and Children's Services Division, Department of Social Services. (Calendar Item No. 12A)

December 1, 1986: Over to Special Meeting of December 8, 1986.

December 8, 1986: Deny staff report recommending the classification of two new positions authorized in a Supplemental Appropriation in Class 2969 Assistant Director, Social Service Programs (Sch. 61.3 \$1818B2209).

Janaury 26, 1987: Over to the meeting of February 9, 1987 at the request of Commissioner Powell (Vote of 4 to 1: Commissioner Gloyd dissents).

February 9, 1987: Off calendar at the call of the Chair.

April 6, 1987: Over to the meeting of April 20, 1987 at the request of Local 535.

April 20, 1987: Over to the meeting of May 18, 1987 at the request of the Department of Social Services.

May 18, 1987: Off calendar at the request of the Department of Social Services.

August 3, 1987: Adopt staff report; classify two new positions authorized in a Supplemental Appropriation in Class 2969 Assistant Director, Social Service Programs (Sch. 61.3 \$1818B2209) (Vote of 4 to 1: Commissioner Lee dissents).

Action: Withdraw and rescind the action of August 3, 1987.

EXAMINATION MATTERS

3120-88 Appeal of background rejection for Class 8214 Parking Control Officer. (Calendar Item No. 16)

Action: Adopt staff report; deny appeal of Michael A. Seymore.





EXAMINATION MATTERS (cont.)

- 3123-88 Selection and adoption of numerical listing of alternative method for breaking tie scores, exclusive of uniform classifications, for fiscal year 1988-89. (Calendar Item No. 29)

Action: The following numerical listing was drawn and adopted for use as an alternative method of breaking tie scores for Fiscal Year 1988-89: #1-8, #2-4, #3-0, #4-7, #5-9, #6-5, #7-2, #8-1, #9-3, #10-6.

IN-SERVICE MATTERS

- 4493-88 Review of new Personnel Requisitions with Special Qualifications or Skills and Authorization for Exception to the Order of Lay-Off if Such Positions are Subject to Displacement. (Calendar Item No. 10)

Action: Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if position requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- 4494-88 Resolution of Commendation for Howard S. Gloyd, former Civil Service Commissioner upon his recent election to President of the Board of the San Francisco Council of Churches. (Calendar Item No. 4)

Action: Adopt.

- 4503-88 Request for transfer of funds, Fiscal Year 1987-88, from the Other Services Account to the Civil Service Commission's Telephone Account to offset deficit. (Calendar Item No. 11)

Action: Adopt staff report. Approve request for transfer of funds, Fiscal Year 1987-88, from the Other Services Account to the Civil Service Commission's Telephone Account to offset deficit; notify the Office of the Controller.

- 4504-88 Request for transfer of funds, Fiscal Year 1987-88, from the Permanent Salaries Account and from the Temporary Salaries Account to the Civil Service Commission Mandatory Fringe Benefits Account to offset deficit. (Calendar Item No. 12)

Action: Adopt staff report. Approve request for transfer of funds, Fiscal Year 1987-88, from the Permanent Salaries Account and from the Temporary Salaries Account to the Civil Service Commission's Mandatory Fringe Benefits Account to offset deficit; notify the Office of the Controller.

- 4505-88 Appeal from Martin Magid of staff decision regarding seniority date. (Calendar Item No. 15)

Action: Adopt staff report; deny appeal of Martin Magid.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 20, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Victor Arteaga, 9163 Transit Operator, 350/E-113, Public Utilities Commission, San Francisco Municipal Railway, 4/19/88. (Calendar Item No. 20) (4)

Action: Over to the meeting of September 19, 1988 at the request of the Transport Workers Union.

Ann M. Cotter, 1426 Senior Clerk Typist, 27/CPE-3, Department of Public Works, Bureau of Building Inspection, 5/18/88. (Calendar Item No. 28) (7)

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Charles Douglas, 9163 Transit Operator, 127/E-119, Public Utilities Commission, San Francisco Municipal Railway, 3/4/88. (Calendar Item No. 22) (2)

May 16, 1988: Over to the meeting of June 6, 1988 at the request of the Public Utilities Commission.

June 6, 1988: Over to the meeting of June 20, 1988 at the request of the Public Utilities Commission.

Action: Dismiss from the Service. Not to be employed again in Class 9163 Transit Operator.

Dolly Fong, 1424 Clerk Typist, 7/CPE-240, Department of Public Health, Laguna Honda Hospital, 4/29/88. (Calendar Item No. 24) (6)

Action: Accept the resignation as certified. Not to be employed again by the Department of Public Health. No other restrictions including right to request to be returned to the eligible list for Class 1424 Clerk Typist.

James Gutierrez, 7514 General Laborer, 147/E-5, Airports Commission, 5/24/88. (Calendar Item No. 27) (7)

Action: Over to the meeting of July 18, 1988 at Mr. Gutierrez's request.



James McGovern, 7345 Electrician, 8/E-9, Public Utilities Commission, San Francisco Municipal Railway, 5/24/88. (Calendar Item No. 26) (7)

Action: Over to the meeting of August 1, 1988 at Mr. McGovern's request.

Azucena Miranda, 1444 Secretary I, 28/CPE-18, Port Commission, Accounting Division, 6/3/88. (Calendar Item No. 21) (4)

Action: Over to the meeting of July 18, 1988 at Ms. Miranda's request.

Oluchi Nnachi, 8320 Counselor, Juvenile Hall, 1/CPE-24, Juvenile Court, Juvenile Hall, 5/26/88. (Calendar Item 18) (5)

Action: Off calendar at the call of the Chair pending determination by the Equal Employment Opportunity Unit.

Kathleen M. Perry, 2905 Senior Eligibility Worker, 68/CPE-5, Department of Social Services, 5/12/88. (Calendar Item No. 19) (3)

Action: Off calendar at the request of the Department of Social Services.

Robert J. Ribeiro, Q2 Police Officer, 24/E-93, San Francisco Police Department, 12/3/87. (Calendar Item No. 23) (6)

February 22, 1988: Over to the meeting of April 18, 1988 at Mr. Ribeiro's request.

April 18, 1988: Over to the meeting of May 16, 1988 at Mr. Ribeiro's request.

May 16, 1988: Over to the meeting of June 20, 1988 at Mr. Ribeiro's request.

Action: Off calendar at Mr. Ribeiro's request. Mr. Ribeiro to notify the Assistant Secretary when prepared to proceed. Mr. Ribeiro to remain ineligible for all employment with the City and County of San Francisco pending final determination by the Civil Service Commission.

Algernon Williams, 9163 Transit Operator, 1284/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/5/88. (Calendar Item No. 25) (7)

May 16, 1988: Over to the meeting of June 20, 1988 at Mr. Williams' request.

Action: Over to the meeting of July 18, 1988 at Mr. Williams' request.

#### INDIVIDUALS' REQUESTS TO SPEAK

None.

#### A D J O U R N M E N T



8/88



# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Louis Hop Lee  
Carlota Texidor del Portillo  
Cleo Donovan  
A. Lee Munson

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary



## MINUTES

REGULAR MEETING - JULY 18, 1988

PART I - 2 P.M.

DOCUMENTS DEPT.

JUL 21 1988

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PUBLIC LIBRARY

Present: Commissioner Donovan  
Commissioner Munson  
Commissioner Texidor del Portillo

Excused: Commissioner Lee

Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of June 20, 1988.

Action: Approve.

### CLASSIFICATION MATTERS

1131-88 Request to survey two positions in the Purchaser's Office, Reproduction Bureau. (Calendar Item No. 7)

Action: Adopt staff report.

1. Establish Class 1776 Assistant Reproduction Services Manager (J Sch. 46.8 \$90881099). Class specification as detailed in the staff report.
2. Amend and retitle the class specification for Class 1778 Blueprint and Reproduction Manager to 177B Reproduction Services Manager. Status of current permanent incumbent and eligibles continues without change. Class specification as detailed in the staff report.

1132-88 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project series as a Chief Epidemiologist, Aids Activity Office. (Calendar Item No. B)

Action: Adopt staff report; approve use of Class 9744 Staff Assistant VI Special Project (\$1794 bi-weekly) to employ a Chief Epidemiologist in the Department of Public Health for a one year period.





CLASSIFICATION MATTERS (cont.)

1137-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1-88/89	Arts Commission	Fran Martin
2-88/89	Arts Commission	Roger Berry
3-88/89	Assessor	State Board of Equalization
4-88/89	District Attorney	University of San Francisco
5-88/89	District Attorney	S.F. State University
6-88/89	District Attorney	Golden Gate University
7-88/89	District Attorney	Antioch University
8-88/89	District Attorney	University of California, Berkeley
9-88/89	District Attorney	Hastings College of Law
10-88/89	District Attorney	New College of California
11-88/89	Fire	Health Check, Davies Medical Center
12-88/89	Mayor's Office	Owen D'Souza
13-88/89	Mayor's Office	Lorraine Lampkin
14-88/89	Mayor's Office	JoAnne Sanzeri
15-88/89	Mayor's Office	Central City Hospitality House
16-88/89	Mayor's Office	Catholic Charities-Sunset Office
17-88/89	Mayor's Office	Catholic Charities-Status Offender Supervision
18-88/89	Mayor's Office	Real Alternatives Program-"La Casa"
19-88/89	Mayor's Office	Young Community Developers
20-88/89	Mayor's Office	Catholic Charities-Status Offender Program
21-88/89	Public Health	Suicide Prevention-Friendship Line
22-88/89	Public Works	Wesco Boat Services, Inc.
23-88/89	Public Works	Monterey Canyon Research Vessels, Inc.
24-88/89	Public Works	Everett Brandon Associates
25-88/89	Public Works	Shearson Lehman Hutton, Inc. and Daniels & Bell, Inc.
26-88/89	Public Works	Geo/Resources Consultants, Inc.
27-88/89	Public Works	ERM-West



CLASSIFICATION MATTERS (cont.)

1137-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
28-88/89	Public Works	Baseline Environment Consulting
29-88/89	Public Works	Harding Lawson Associates
30-88/89	Public Works	Trans Pacific Geotechnical Consultants, Inc.
31-88/89	Airport	John F. Brown Company
32-88/89	Fire	Paul J. Buffone
33-88/89	Mayor's Office	Work Improvement Project, Inc.
34-88/89	SFUSD	Testing Engineers, Inc.
35-88/89	Public Utilities Commission	Woodward-Clyde & Associates
36-88/89	Public Health	Rosa Marcano
37-88/89	Public Health	Bayview Hunters Point Foundation
38-88/89	Public Health	S.F. Community Clinic Consortium
39-88/89	Public Health	Bayview Hunters Point Foundation
40-88/89	Public Health	Recreation Center for the Handicapped
41-88/89	Public Health	Community Crisis Services of San Francisco
42-88/89	Public Health	Instituto Familiar de la Raza, Inc.
43-88/89	Public Health	Oakes Children's Center
44-88/89	Public Health	Catholic Charities of S.F.
45-88/89	Public Health	Family Service Agency of S.F.
46-88/89	Public Health	Bay Area Addiction Research and Treatment, Inc. (B.A.A.R.T.)
47-88/89	Public Health	Baker Places, Inc.
48-88/89	Public Health	Conard House, Inc.
49-88/89	Public Health	Telecare Corporation
50-88/89	Fire	PSW-3, Incorporated
51-88/89	Public Utilities Commission	Cahill and Associates
52-88/89	CAO	Harvey Rose Accountancy Corp. & Debra Newman
53-88/89	SFUSD	Signet Testing
54-88/89	SFUSD	Smith-Emery Company



CLASSIFICATION MATTERS (cont.)

1137-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
55-88/89	SFUSD	Testing Engineers
56-88/89	Controller	Precision Writing
57-88/89	Police	Personnel Decisions, Inc.
58-88/89	Retirement	Reviewco

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1138-88 Request to designate Classes 3440 Landscaping and Street Planting Supervisor and 7215 General Laborer Supervisor I as promotive for lay-off purposes. (Calendar Item No. 9)

Action: Adopt staff report.

1. Designate Class 3440 Landscaping and Street Planting Supervisor as promotive for lay-off purposes; grant rights to Class 3422 Park Section Supervisor.
2. Designate Class 7215 General Laborer Supervisor I as promotive for lay-off purposes; grant rights to Class 7514 General Laborer.

COMPENSATION MATTERS

2134-88 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 10)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2135-88 Request for appointment above the entrance rate for various employees. (Calendar Item No. 6)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Margaret Greenwald, M.D. 2232 Senior Physician Specialist	Coroner	5	5
Pauline Terrelonge 8178 Senior Attorney	City Attorney	2	2
Stephen LaPlante 8344 Director of Juvenile Hall	Juvenile Court	5	5
Martin Glasser 2230 Physician Specialist	Social Services	5	5
Albert Eng 5250 Junior Mechanical Engineer	Public Works	5	5
Gary Tissell 7258 Maintenance Machinist Supervisor I	Public Utilities Commission	5	5



COMPENSATION MATTERS (cont.)

2135-88  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Richard J. Wiederhorn 9398 Port Planning Manager	Port Commission	4	4
Wendy Lowinger 8174 Attorney, Civil and Criminal	Public Defender	2	2
Leland Davis 8174 Attorney, Civil and Criminal	Public Defender	2	2
Kathy Griffin 8174 Attorney, Civil and Criminal	Public Defender	2	2
Teresa M. Caffese 8174 Attorney, Civil and Criminal	Public Defender	2	2
Brenda Lauer 2145 Associate Administrator	Public Health	2	2
Anthony Wagner 2182 Administrator, Laguna Honda Hospital	Public Health	5	5

Action: Adopt staff report.

EXAMINATION MATTERS

3516-88 Appeal of background rejection for Class 8304 Deputy Sheriff.  
(Calendar Item No. 17)

June 6, 1988: Over to the meeting of July 18, 1988 at Ms.  
Inez's request.

Action: Over to the meeting of August 1, 1988 at Ms. Inez's  
request.

3519-88 Amendment of the examination plan for Class 4220 Personal Property  
Auditor. (Calendar Item No. 14)

Action: Adopt staff report; notify IFPTE, Local 21.

3520-88 Appeal of background rejection for Class 8304 Deputy Sheriff.  
(Calendar Item No. 18)

Action: Adopt staff report; deny appeal of Kenneth Melton.





IN-SERVICE MATTERS

- 4594-BB Resolution regarding Civil Service Commission Supplemental Budget Request for Fiscal Year 1988-89. (Calendar Item No. 13)
- Action: Adopt staff report; notify the Office of the Mayor.
- 
- 4603-BB Resolution of Commendation for Albert C. Ambrose, Assistant Division Manager, Personnel upon his retirement after thirty-four (34) years of service. (Calendar Item No. 4)
- Action: Adopt.
- 
- 4604-88 Extension of permanent and temporary holdover rights for employees in Class 2526 Ambulance Driver and Class 252B Medical Steward. (Calendar Item No. 11)
- Action: Adopt staff report. Extend holdover rights of former employees in Class 2526 Ambulance Driver and in Class 2528 Medical Steward for a period of one year beginning July 1, 1988 and ending June 30, 1989.
- 
- 4605-88 Review of new Personnel Requisitions with Special Qualifications or Skills and Authorization for Exception to the Order of Lay-Off if Such Positions are Subject to Displacement. (Calendar Item No. 12)
- Action: Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if position requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.
- 
- 4622-88 Proposed Charter amendment (First Draft) adding a new Section which would establish an Asian Art Commission as a Chartered Commission. File No. 270-88-1. (Calendar Item No. 18A)
- Action: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment with the modification as detailed in the staff report.
- 
- 4623-88 Proposed Charter amendment (Skeletal) which would provide that the Personnel Department shall be administered by a Personnel Director appointed by the Mayor and that the Civil Service Commission shall serve to investigate the operations of the civil service system and to act as an appellate body to hear appeals regarding alleged violations of personnel examinations. File No. 227-88-1. (Calendar Item No. 18B)
- Action: Off calendar at the request of staff.



IN-SERVICE MATTERS (cont.)

4624-88 Proposed Charter amendment (First Draft) amending Section 2.203 establishing an Employee Relations Division and requiring the duties and functions of the division to be performed by employees of the City and County of San Francisco. File No. 305-88-1. (Calendar Item No. 18C)

Action: Off calendar at the request of staff.

4625-88 Proposed Charter amendment (First Draft) amending Sections 1.103 and 4.105 and adding Sections 4.106, 4.107, 4.108, 4.109, 1.110 and 8.506-2, creating a Juvenile Probation Commission that would select the Chief Probation Officer of the Juvenile Court, providing that the Chief Probation Officer of the Juvenile Court be an officer of the City and County, and empowering the Board of Supervisors to contract with the Board of Administration of the Public Employees' Retirement System of the State of California to provide that Juvenile Court Probation Officers and Juvenile Court Counselors be members of said Retirement System. File No. 287-88-1. (Calendar Item No. 18D)

Action: Off calendar at the request of staff.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 18, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Karim Batcha, 2905 Senior Eligibility Worker, 64/CPE-4, Department of Social Services, 6/3/88. (Calendar Item No. 22) (6)

Action: Off calendar at the request of Local 535. Mr. Batcha to notify the Assistant Secretary when prepared to proceed. Mr. Batcha to remain ineligible for all City and County employment pending determination by the Civil Service Commission.

James E. Coleman, 9220 Airport Operations Supervisor, 4/P-3, Airports Commission, 6/15/88. (Calendar Item No. 24) (7)

Action: Over to the meeting of August 1, 1988 at the request of the Airports Commission.

William C. Fitzgerald, 5265 Architectural Associate I, 19/CPE-3, Department of Public Works, Bureau of Architecture, 6/11/88. (Calendar Item No. 20) (5)

Action: Over to the meeting of August 1, 1988 at the joint request of the Department of Public Works and Mr. Fitzgerald.

Gladys Marie Gray, Q2 Police Officer, 49/E-90F, San Francisco Police Department, 6/8/88. (Calendar Item No. 26) (7)

Action: Not to be employed again by the San Francisco Police Department.

James Gutierrez, 7514 General Laborer, 147/E-5, Airports Commission, 5/24/88. (Calendar Item No. 23) (7)

June 20, 1988: Over to the meeting of July 18, 1988 at Mr. Gutierrez's request.

Action: Over to the meeting of August 1, 1988 at the request of the Airports Commission.



William Head, 7540 Track Maintenance Worker, 21/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 6/13/88. (Calendar Item No. 30) (7)

Action: Over to the meeting of August 1, 1988 at the request of the Public Utilities Commission.

John R. Inaudi, 7410 Automotive Service Worker, 40/E-7, Public Utilities Commission, San Francisco Municipal Railway, 6/10/88. (Calendar Item No. 29) (7)

Action: Over to the meeting of August 1, 1988 at the request of the Public Utilities Commission.

Azucena Miranda, 1444 Secretary I, 28/CPE-18, Port Commission, Accounting Division, 6/3/88. (Calendar Item No. 21) (4)

June 20, 1988: Over to the meeting of July 18, 1988 at Ms. Miranda's request.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Not to be employed again by the Port Commission.

Asuquo Nkop, 1404 Clerk, 7/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 4/22/88. (Calendar Item No. 25) (7)

June 6, 1988: Over to the meeting of July 18, 1988 at Mr. Nkop's request.

Action: Over to the meeting of August 1, 1988 at Mr. Nkop's request.

Algernon Williams, 9163 Transit Operator, 1284/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/5/88. (Calendar Item No. 27) (7)

May 16, 1988: Over to the meeting of June 20, 1988 at Mr. Williams' request.

June 20, 1988: Over to the meeting of July 18, 1988 at Mr. Williams' request.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Michael Wright, 9110 Fare Collections Receiver, 42/E-21, Public Utilities Commission, San Francisco Municipal Railway, 6/17/88. (Calendar Item No. 28) (7)

Action: Over to the meeting of August 1, 1988 at Mr. Wright's request.





INDIVIDUALS' REQUESTS TO SPEAK

None.

A D J O U R N M E N T

This meeting was adjourned in memory of Hannibal "Joe" Thompson, husband of Lillie Paige Thompson of the Commission staff, who died on June 14, 1988.



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# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Louis Hop Lee  
Carlota Texidor del Portillo  
Cleo Donovan  
A. Lee Munson

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

DOCUMENTS DEPT.

REGULAR MEETING - AUGUST 1, 1988

AUG 8 1988

PART I - 2 P.M.

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Lee  
Commissioner Munson  
Commissioner Texidor del Portillo

Excused: Commissioner Donovan

Commissioner Lee presided

MINUTES: Regular Meeting of July 18, 1988

Action: Approve.

### ANNOUNCEMENTS:

The Civil Service Commission has cancelled its meeting of September 5, 1988 as this date conflicts with the Labor Day Holiday.

The Commission will meet once in September on Monday, September 19, 1988, as regularly scheduled at 2 P.M. and 3 P.M. in Room 282 City Hall.

### CLASSIFICATION MATTERS

1139-88 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project series as a Project Director, AIDS Community Outreach Project. (Calendar Item No. 6)

Action: Adopt staff report. Approve use of Class 9742 Staff Assistant V, Special Project (\$1630 bi-weekly) to employ a Project Director, AIDS Community Outreach Project for a three year period.



CLASSIFICATION MATTERS (cont.)

1142-88 Consolidation of Class 1272 Senior Departmental Personnel Officer with 1273 Director of Personnel and Staff Development. (Calendar Item No. 7)

Action: Adopt staff report.

1. Consolidate the duties of Class 1272 Senior Departmental Personnel Officer (Sch. 63.4 \$2014B2449) with 1273 Director of Personnel and Staff Development (Sch. 63.4 \$2014B2449).
2. Amend the specification for Class 1272 Senior Departmental Personnel Officer. Class specification as detailed in the staff report.
3. Grant status in Class 1272 Senior Departmental Personnel Officer to permanent incumbents in Class 1273 Director of Personnel and Staff Development.
4. Abolish Class 1273 Director of Personnel and Staff Development.
5. Amend Salary Ordinance Sections 07/02/00, 09/01/01, 27/99/00, 42/02/02 and 90/01/00 to reflect this action.

1147-88 Request from the Controller's Office to make a temporary exempt appointment in Class 1874 Senior Programmer Analyst per Charter Section 8.300(5). (Calendar Item No. 8)

Action: Adopt staff report.

1. Approve an exempt appointment effective July 6, 1988 to a position in Class 1874 Senior Programmer Analyst in accordance with Charter Section 8.300(5) for a one year period or the adoption of an eligible list, whichever is less.
2. Approve the appointment of Mr. Raymond F. Brown at the third step (\$1535 bi-weekly) of the range for Class 1874 Senior Programmer Analyst per Section VII-A.3B of the Salary Standardization Ordinance.

1148-88 Survey of one position in Class 1809 Administrative Assistant to the Superintendent of Schools at the San Francisco Unified School District. (Calendar Item No. 9)

Action: Adopt staff report.

1. Establish a new classification of 2981 Manager, Intake Center, San Francisco Unified School District (J, Sch. 55.2 \$1355B1642, \$2958M3585). Class specification as detailed in the staff report.
2. Reclassify one position in Class 1809 Administrative Assistant to the Superintendent of Schools (\$1760B1760) to Class 2981 Manager, Intake Center, San Francisco Unified School District when this action does not adversely affect the incumbent.
3. Advise the San Francisco Unified School District to amend its Annual Salary resolution accordingly.
4. Amend the Annual Salary Ordinance to reflect this action.



CLASSIFICATION MATTERS (cont.)

1149-88 Survey of one new position budgeted as A733 Deputy Finance Director, Department of Public Health. (Calendar Item No. 10)

Action: Adopt staff report.

1. Allocate one position budgeted as A733 Deputy Finance Director, Department of Public Health (J, \$2004B2435) to classification 1675 Supervising Fiscal Officer (Sch. Z 63.3 \$2004B2435).
2. Amend Section 83-01-01 of the Annual Salary Ordinance administratively.

1152-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
59-88/89	CAO	Anistics, Inc.
60-88/89	Controller	Boole & Babbage
61-88/89	Fire	Core Corporation
62-88/89	Health Service System	Rael & Letson
63-88/89	Health Service System	Pacific Peer Review
64-88/89	Health Service System	Blue Cross of California
65-88/89	Police	Bay Area Diensthundt, Inc.
66-88/89	Police	Tri-County Extradition
67-88/89	Port	GEO Resource Consultants, Inc./The Mark Group - A Joint Venture
68-88/89	Public Health	Pacific Presbyterian Medical Center
69-88/89	Public Health	Ramsell Corporation
70-88/89	Public Health	Westwide Community Mental Health Center, Inc.
71-88/89	Public Health	S.F. Mental Health Education Funds, Inc.
72-88/89	Public Health	Family Service Agency (Foster Grandparents Program)
73-88/89	Public Health	Pharmacy Computer Services, Inc.
74-88/89	Public Utilities Commission	Leedshill-Herkenhoff, Inc.
75-88/89	Public Utilities Commission	Smith-Dawson Associates
76-88/89	Public Works	Signet Testing Laboratory, Inc.
77-88/89	Public Works	Protostar Computer Technology, Inc.





CLASSIFICATION MATTERS (cont.)

1152-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
78-88/89	Public Works	Woodward-Clyde Consultants and AGS, Inc.
79-88/89	Public Works	Foster Engineering, Inc.
80-88/89	Public Works	Moffatt & Nichol Engineers
81-88/89	Public Works	Robles and McGregor
82-88/89	SFUSD	Technical Roof Services, Inc.
83-88/89	SFUSD	Protech Building, Analysis & Design
84-88/89	SFUSD	Lee Saylor/Simpson Gumpertz & Heger
85-88/89	SFUSD	Nick Alispones
86-88/89	SFUSD	Jacobs Associates
87-88/89	SFUSD	F.W. Associates, Inc.
88-88/89	Social Services	Employment Development Department (EDD)
89-88/89	Public Works	Jack Hopkins Co., Inc.
90-88/89	Mayor's Office	Elizabeth J. Robbins
91-88/89	Mayor's Office	Hellan Roth Dowden
Action:	1.	Contracts 79-88/89; 82-88/89; 83-88/89; 84-88/89; and 87-88/89 over to the meeting of August 15, 1988.
	2.	Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2145-88 Certification of wage schedules for Transit Operators pursuant to Section 8.404 of the Charter for Fiscal Year 1988-89. (Calendar Item No. 15)

Action: Adopt staff report; certify wage schedules; forward to the Board of Supervisors.

2146-88 Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in the State of California. (Calendar Item No. 14)

Action: Adopt staff report; certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter.

EXAMINATION MATTERS

3119-88 Appeal of background rejection for Class 8214 Parking Control Officer. (Calendar Item No. 17)

Action: Over to the meeting of August 15, 1988 at Ms. Chandler's request.



EXAMINATION MATTERS (cont.)

3516-88 Appeal of background rejection for Class 8304 Deputy Sheriff.  
(Calendar Item No. 16)

June 6, 1988: Over to the meeting of July 18, 1988 at Ms.  
Inez's request.

July 18, 1988: Over to the meeting of August 1, 1988 at  
Ms. Inez's request.

Action: Off calendar to allow Mr. Inez time to obtain additional  
documentation. Mr. Inez to notify the Assistant  
Secretary when prepared to proceed. Mr. Inez to remain  
ineligible for employment as a Class 8304 Deputy Sheriff  
pending final Civil Service Commission determination.

IN-SERVICE MATTERS

4652-88 Resolution of Commendation for Blossom Grove, Public Utilities  
Commission, upon her retirement after seventeen (17) years of  
service. (Calendar Item No. 4)

Action: Adopt.

4657-88 Review of new Personnel Requisitions with Special Qualifications or  
Skills and Authorization for Exception to the Order of Lay-Off if  
Such Positions are Subject to Displacement. (Calendar Item No. 11)

Action: Adopt staff report; authorize exception to the order of  
lay-off pursuant to Civil Service Commission Rule 32 -  
Lay-Off and Involuntary Leave, Section 32.05 -  
Exceptions to Order of Lay-Off, if position requiring  
special qualifications or skills are subject to  
displacement. Prior to effecting any exceptions, the  
department is required to canvass all more senior  
employees in that department and class to determine if a  
more senior employee possesses the requisite  
qualifications or skills.

Commissioners' New Business. (Calendar Item No. 13)

The President appointed Commissioner A. Lee Munson as Chair of the Standing  
Committee on Charter and Rules Revision (term expires May 16, 1990) and  
reappointed Commissioner Carlota Texidor del Portillo to that Committee (term  
expires July 25, 1990).



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 1, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Bernard Alter, 9163 Transit Operator, 12/E-122, Public Utilities Commission, San Francisco Municipal Railway, 6/30/88. (Calendar Item No. 22) (2)

Action: Over to the meeting of October 3, 1988 at the request of Local 250A.

Chinedu Chuku, 9116 Senior Fare Collections Receiver, 3/CPE-4, Public Utilities Commission, Bureau of Finance, 7/26/88. (Calendar Item No. 20) (5)

Action: Over to the meeting of August 15, 1988 at the request of Ms. Chuku's attorney.

James E. Coleman, 9220 Airport Operations Supervisor, 4/P-3, Airports Commission, 6/15/88. (Calendar Item No. 24) (7)

July 18, 1988: Over to the meeting of August 1, 1988 at the request of the Airports Commission.

Action: Over to the meeting of September 19, 1988 at the request of Mr. Coleman's attorney.

William C. Fitzgerald, 5265 Architectural Associate I, 19/CPE-3, Department of Public Works, Bureau of Architecture, 6/11/88. (Calendar Item No. 19) (5)

July 18, 1988: Over to the meeting of August 1, 1988 at the joint request of the Department of Public Works and Mr. Fitzgerald.

Action: Off calendar. Request for hearing withdrawn by Mr. Fitzgerald.



James Gutierrez, 7514 General Laborer, 147/E-5, Airports Commission, 5/24/88. (Calendar Item No. 25) (7)

June 20, 1988: Over to the meeting of July 18, 1988 at Mr. Gutierrez's request.

July 18, 1988: Over to the meeting of August 1, 1988 at the request of the Airports Commission.

Action: Over to the meeting of August 15, 1988 at Mr. Gutierrez's request.

William Head, 7540 Track Maintenance Worker, 21/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 6/13/88. (Calendar Item No. 29) (7)

July 18, 1988: Over to the meeting of August 1, 1988 at the request of the Public Utilities Commission.

Action: Future employment subject to the review and approval of the General Manager, Personnel upon submission of evidence of satisfactory completion of rehabilitation program. Eligible initially for temporary employment. If successful in six months of temporary employment the General Manager, Personnel can permit permanent employment.

John R. Inaudi, 7410 Automotive Service Worker, 40/E-7, Public Utilities Commission, San Francisco Municipal Railway, 6/10/88. (Calendar Item No. 28) (7)

July 18, 1988: Over to the meeting of August 1, 1988 at the request of the Public Utilities Commission.

Action: Over to the meeting of September 19, 1988 at Mr. Inaudi's request.

James McGovern, 7345 Electrician, 8/E-9, Public Utilities Commission, San Francisco Municipal Railway, 5/24/88. (Calendar Item No. 26) (7)

June 20, 1988: Over to the meeting of August 1, 1988 at Mr. McGovern's request.

Action: Over to the meeting of August 15, 1988 at Mr. McGovern's request.

Asuquo Nkop, 1404 Clerk, 7/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 4/22/88. (Calendar Item No. 23) (7)

June 6, 1988: Over to the meeting of July 18, 1988 at Mr. Nkop's request.

July 18, 1988: Over to the meeting of August 1, 1988 at Mr. Nkop's request.

Action: Over to the meeting of August 15, 1988 at the request of Local 790.





Bonnie M. Russell, 2708 Custodian, 165/E-3, War Memorial, 6/16/88.  
(Calendar Item No. 21) (4)

Action: Not to be employed again by the War Memorial. Return  
name to eligible list in Class 2708 Custodian.

Michael Wright, 9110 Fare Collections Receiver, 42/E-21, Public  
Utilities Commission, San Francisco Municipal Railway, 6/17/88.  
(Calendar Item No. 27) (7)

July 18, 1988: Over to the meeting of August 1, 1988 at  
Mr. Wright's request.

Action: Off calendar at Mr. Wright's request. Mr. Wright to  
notify the Assistant Seceretary when prepared to  
proceed. Mr. Wright to remain ineligible for all City  
and County employment pending determination by the Civil  
Service Commission.

#### INDIVIDUALS' REQUESTS TO SPEAK

None.

#### A D J O U R N M E N T





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Louis Hop Lee  
Carlota Texidor del Portillo  
Cleo Donovan  
A. Lee Munson

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

DOCUMENTS DEPT.

AUG 19 1988

SAN FRANCISCO  
PUBLIC LIBRARY

REGULAR MEETING - AUGUST 15, 1988

PART I - 2 P.M.

Present: Commissioner Donovan  
Commissioner Lee  
Commissioner Munson  
Commissioner Texidor del Portillo (Item Missed: 21)

Commissioner Lee presided

MINUTES: Regular Meeting of August 1, 1988

Action: Approve.

### ANNOUNCEMENTS

1. The Civil Service Commission has cancelled its meeting of September 5, 1988 as this date conflicts with the Labor Day Holiday.

The Commission will meet once in September on Monday, September 19, 1988, as regularly scheduled at 2 P.M. and 3 P.M. in Room 282 City Hall.

2. The Civil Service Commission met in closed session with the City Attorney on Monday, August 15, 1988 at 1:15 P.M. in Room 154 City Hall pursuant to Section 54956.9 of the Government Code of the State of California to discuss litigation in the matter of the United States of America versus the City and County of San Francisco, et al. (United States District Court for the Northern District of California Number C84-7089 MHP and C84-1100 MHP Consolidated). All the members of the Commission were present.

No action was taken.



CLASSIFICATION MATTERS

1152-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 11A)

August 1, 1988: Contracts 79-88/89; 82-88/89; 83-88/89; 84-88/89; and 87-88/89 over to the meeting of August 15, 1988.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
79-88/89	Public Works	Foster Engineering, Inc.
82-88/89	SFUSD	Technical Roof Services, Inc.
83-88/89	SFUSD	Protech Building, Analysis & Design
84-88/89	SFUSD	Lee Saylor/Simpson Gumpertz & Heger
87-88/89	SFUSD	F.W. Associates, Inc.

Action:     1.     Contract 79-88/89 over to the meeting of September 19, 1988.

              2.     Adopt staff report on all other contracts; notify the offices of the Controller and the Purchaser.

1157-88 Classification of one budgeted position in the new class of 8171 Law Office Manager. (Calendar Item No. 6)

Action:     Adopt staff report.

              1.     Establish new classification of 8171 Law Office Manager (J,Z \$267282672). Class specification as detailed in the staff report.

              2.     Allocate one position approved in the budget as A461 Law Office Manager to Class 8171 Law Office Manager (J,Z \$267282672).

              3.     Amend Section 03/01/00/6250/01001/302505/000/00/001 of the Annual Salary Ordinance administratively.

1158-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
92-88/89	Arts Commission	Richard Deutsch
93-88/89	Arts Commission	Mary Chomenko
94-88/89	Controller	Rauscher Pierce Refsnes, Inc. & Grigsby, Brandford & Co., Inc.
95-88/89	Human Rights Commission	S.F. Intergroup Clearinghouse, Inc.
96-88/89	Police	PSW3, Inc.
97-88/89	Public Health	County of San Mateo-Division of Mental Health Services



CLASSIFICATION MATTERS

1158-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
98-88/89	Public Health	Edgewood Children's Center
99-88/89	Public Health	Richmond Area Multi-Services, Inc.
100-88/89	Public Health	DM Information Systems
101-88/89	Public Health	Superior Business Services
102-88/89	Public Utilities Commission	Robert A. Funk
103-88/89	Public Works	Smith-Emery Company
104-88/89	Public Works	Anthony Rattonetti
105-88/89	Public Works	Towill, Inc.
106-88/89	Public Works	S.J. Engineers
107-88/89	Public Works	Melvin Lee Associates
108-88/89	Public Works	Faye Bernstein & Associates
109-88/89	Public Works	Trans Pacific Geotechnical Consultants, Inc.
110-88/89	SFUSD	Alex Francois
111-88/89	SFUSD	John W. Hamilton
112-88/89	SFUSD	Charles Bailey
113-88/89	Social Services	University of California: Infant Parent Program
114-88/89	Social Services	The Emergency Food Box
115-88/89	Social Services	S.F. Child Abuse Council
116-88/89	Social Services	Family Service Agency of S.F.
117-88/89	Social Services	Freewheelers Association, Inc.
118-88/89	Social Services	Regents of the University of California: Fragile Infant Program
119-88/89	Social Services	Charila Foundation/Catholic Youth Organization
120-88/89	CAO	Environmental Intern Program (EIP)
121-88/89	CAO	Micro Services Plus
122-88/89	Board of Supervisors	Constance Brand Gordon
123-88/89	Board of Supervisors	S.F. Community Television Corp.
124-88/89	City Attorney	Brown & Wood/Arnelle & Hastie

- Action:
1. Contracts 101-88/89, 106-88/89, 107-88/89, and 108-88/89 over to the meeting of September 19, 1988.
  2. Adopt staff report on all other contracts; notify the offices of the Controller and the Purchaser.





## CLASSIFICATION MATTERS

1160-88 Request to make five temporary exempt appointments per Charter Section 8.300(5) in the Office of the Mayor. (Calendar Item No. 7)

Action: Adopt staff report.

1. Approve the temporary exempt appointment of Mr. Claude Everhart, Mr. Samuel Yockey, Mr. Bill Witte, Mr. James Ho and Ms. Myra Snyder in Class A883 Deputy Mayor in accordance with Charter Section 8.300(5), effective July 1, 1988.
2. Approve the appointment of Mr. Everhart, Mr. Yockey, Mr. Witte, Mr. Ho and Ms. Snyder at step five (\$3295 bi-weekly) of the budgeted range for Class A883 per Section VII-A.3.B. of the Salary Standardization Ordinance, effective July 1, 1988.

1161-88 Request from the Chief Administrative Officer to make two temporary appointments: Class 1128 Registrar of Voters and Class 1150 General Manager, Department of Electricity per Charter Section 8.300(5). (Calendar Item No. 5)

Action: Adopt staff report.

1. Approve the exempt appointment of Germaine Q. Wong in Class 1128 Registrar of Voters in accordance with Charter Section 8.300(5) for a one year period; authorize appointment at the 5th step.
2. Approve the exempt appointment of James Werdell in Class 1150 General Manager, Department of Electricity in accordance with Charter Section 8.300(5) for a one year period; authorize appointment at the 5th step.

1162-88 Request from the Department of Social Services to utilize a class in the Staff Assistant, Special Project series, for a Greater Avenues for Independence (GAIN) Program Coordinator. (Calendar Item No. 8)

Action: Approve the use of Class 9748 Staff Assistant VIII, Special Project (\$2270 bi-weekly) to employ a GAIN Program Coordinator for an eighteen month period.

## EXAMINATION MATTERS

3119-88 Appeal of background rejection for Class 8214 Parking Control Officer. (Calendar Item No. 16)

August 1, 1988: Over to the meeting of August 15, 1988 at Ms. Chandler's request.

Action: Off calendar at request of appellant April M. Chandler. Ms. Chandler to notify the Assistant Secretary when prepared to proceed. Ineligible for employment in Class 8214 Parking Control Officer pending final resolution of this matter by the Commission.

3125-88 Appeal of background rejection for Class 8214 Parking Control Officer. (Calendar Item No. 17)

Action: Adopt staff report; deny appeal of Fred G. Holt.



EXAMINATION MATTERS (cont.)

3132-88 Appeals of supplemental application forms for Class 5208 Civil Engineer examination. (Calendar Item No. 18)

- Action:
1. Accept application of Thomas H. Standing as timely.
  2. Adopt staff report; deny appeals of Charles N. Kascal, Eladio M. Oriola, Vernon Smith, Koon S. Wong, Willy H. Yau, Allen Yee and Victor Yew.

3134-88 Minimum requirements for H-2 Firefighter. (Calendar Item No. 19)

- Action:
1. Maintain requirement that applicants for Class H2 Firefighter possess a high school diploma or its equivalent;
  2. The General Manager, Personnel requested to give consideration to establishing a reading level requirement for Class H2 Firefighter at the 11th or 12th grade level or such other level that is related to the material used on the job.

IN-SERVICE MATTERS

4628-88 Actuarial study related to the Trust Fund established by Charter Section 8.404 for fiscal years 1987-88 and 1988-89. (Calendar Item No. 11)

- Action:
- Transmit preliminary draft of the Actuarial Study to the Employee Relations Division, Board of Supervisors, the General Manager, Public Utilities Commission, and representatives of the Transport Workers Union for review and meet and confer considerations.

4666-88 Report in accordance with San Francisco Administrative Code, Section 16.9-25 (d), the Sexual Harassment Ordinance. (Calendar Item No. 9)

- Action:
- Adopt staff report; forward to the Board of Supervisors and the Mayor.

4697-88 Review of new Personnel Requisitions with Special Qualifications or Skills and Authorization for Exception to the Order of Lay-Off if Such Positions are Subject to Displacement. (Calendar Item No. 10)

- Action:
- Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if position requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4703-88 Appeal of decision of the General Manager, Personnel denying request by Al DaCunha, San Francisco Fire Department, to change his ethnicity identification. (Calendar Item No. 15)

- Action:
- Adopt staff report; deny appeal of Captain Al DaCunha.



IN-SERVICE MATTERS (cont.)

4723-88 Appeal of the decision of the General Manager, Personnel regarding the backdating of permanent Notices of Certification in the Health Program Coordinator series. (Calendar Item No. 14)

Action: Deny appeal of the Director of Health; sustain the decision of the General Manager, Personnel.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 15, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Chinedu Chuku, 9116 Senior Fare Collections Receiver, 3/CPE-4, Public Utilities Commission, Bureau of Finance, 7/26/88. (Calendar Item No. 21) (5)

August 1, 1988: Over to the meeting of August 15, 1988 at the request of the Public Utilities Commission:

Action: Over to the meeting of September 19, 1988 to provide EEO Unit with time to prepare investigative report on discrimination complaint and to relay findings to the Commission in advance of meeting of September 19, 1988. Public Utilities Commission to notify all individuals who have information on this matter to be in attendance. Mr. Chuku will provide list of his witnesses to department.

Charles Fisher, 9163 Transit Operator, 138/E-105, Public Utilities Commission, San Francisco Municipal Railway, 7/8/88. (Calendar Item No. 25) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

James Gutierrez, 7514 General Laborer, 147/E-5, Airports Commission, 5/24/88. (Calendar Item No. 22) (7)

June 20, 1988: Over to the meeting of July 18, 1988 at Mr. Gutierrez's request.

July 18, 1988: Over to the meeting of August 1, 1988 at the request of the Airports Commission.

August 1, 1988: Over to the meeting of August 15, 1988 at Mr. Gutierrez's request.

Action: Over to the meeting of September 19, 1988 at the request of Mr. Gutierrez's attorney.

Alvin Horton, 2736 Porter, 89/E-52, Department of Public Health, Laguna Honda Hospital, 7/29/88. (Calendar Item No. 27) (7)

Action: Over to the meeting of September 19, 1988 at the request of the Department of Public Health.





Mary Lintz, 2302 Orderly, 8/E-318, Department of Public Health, Laguna Honda Hospital, 7/27/88. (Calendar Item No. 26) (7)

Action: Over to the meeting of September 19, 1988 at the request of the Department of Public Health.

James McGovern, 7345 Electrician, 8/E-9, Public Utilities Commission, San Francisco Municipal Railway, 5/24/88. (Calendar Item No. 24) (7)

June 20, 1988: Over to the meeting of August 1, 1988 at Mr. McGovern's request.

August 1, 1988: Over to the meeting of August 15, 1988 at Mr. McGovern's request.

Action: Over to the meeting of September 19, 1988 at the request of Mr. McGovern's attorney.

Asuquo Nkop, 1404 Clerk, 7/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 4/22/88. (Calendar Item No. 23) (7)

June 6, 1988: Over to the meeting of July 18, 1988 at Mr. Nkop's request.

July 18, 1988: Over to the meeting of August 1, 1988 at Mr. Nkop's request.

August 1, 1988: Over to the meeting of August 15, 1988 at the request of Local 790.

Action: Over to the meeting of September 19, 1988 at the request of Local 790.

#### INDIVIDUALS' REQUESTS TO SPEAK

None.

#### A D J O U R N M E N T

This meeting was adjourned in memory of Jacob J. Susoeff, father of Lynn Susoeff of the Commission staff, who died on August 8, 1988.





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Louis Hop Lee  
Carlota Texidor del Portillo  
Cleo Donovan  
A. Lee Munson

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

REGULAR MEETING - SEPTEMBER 19, 1988

PART I - 2 P.M.

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Present: Commissioner Cleo Donovan  
Commissioner Louis Hop Lee  
Commissioner Munson

Excused: Commissioner Texidor del Portillo

Commissioner Lee presided

MINUTES: Regular Meeting of August 15, 1988

Action: Approve.

### ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session on Friday, September 2, 1988 with the City Attorney pursuant to Section 54956.9 of the Government Code of the State of California to discuss litigation in the matter of Fenech, et al. versus the City and County of San Francisco, et al. (San Francisco Superior Court Number 864-310; California Court of Appeal Number A039353). Present were Commissioners Louis Hop Lee, Carlota Texidor del Portillo, Cleo Donovan and A. Lee Munson. The Commissioners unanimously directed the City Attorney not to appeal the decision of the Court of Appeal to the California Supreme Court.

### CLASSIFICATION MATTERS

1152-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

August 1, 1988: Contracts 79-88/89; 82-88/89; 83-88/89; 84-88/89; and 87-88/89 over to the meeting of August 15, 1988.

August 15, 1988: Contract 79-88/89 over to the meeting of September 19, 1988.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
79-88/89	Public Works	Foster Engineering, Inc.
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	



1158-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

August 15, 1988: Contracts 101-88/89, 106-88/89, 107-88/89, and 108-88/89 over to the meeting of September 19, 1988.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
101-88/89	Public Health	Superior Business Services
106-88/89	Public Works	S.J. Engineers
107-88/89	Public Works	Melvin Lee Associates
108-88/89	Public Works	Faye Bernstein & Associates

Action:

1. Contract 101-88/89 off calendar at the request of the Department of Public Health.
2. Contract 107-88/89 over to the meeting of October 3, 1988 at the request of the Mayor's Budget Office.
3. Adopt balance of staff report; notify the offices of the Controller and the Purchaser.

1181-88 Request to make temporary exempt appointments in Classes 3533 General Manager, KALW Radio Station and 7374 Chief Engineer, KALW Radio Station, per Charter Section 8.300(5). (Calendar Item No. 10)

Action: Adopt staff report.

1. Approve the appointment of Daniel Del Solar at the second step (\$1401 BW) of the range for Class 3533 General Manager, KALW Radio Station per Section VII A.3 of the Salary Standardization Ordinance.
2. Approve a temporary exempt appointment to a position in Class 7374 Chief Engineer, KALW Radio Station, in accordance with Charter Section 8.300(5) from September 1, 1988 through June 30, 1989.
3. Approve the appointment of Dave Evans at the fifth step (\$1375 BW) of the range for Class 7374 Chief Engineer, KALW Radio Station, per Section VII A.3 of the Salary Standardization Ordinance.

1182-88 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project series as an Epidemiologist in the Sexually Transmitted Disease (STD) Program. (Calendar Item No. 11)

Action: Adopt staff report; approve use of Class 9742 Staff Assistant V, Special Project (\$1554 BW) to employ an Epidemiologist in the Department of Public Health for a period of eighteen months.

1185-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
125-88/89	Public Works	Martonik Associates, Inc.
126-88/89	Public Works	ASTM Cement & Concrete Reference Laboratory



CLASSIFICATION MATTERS (cont.)

1185-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
127-88/89	Public Works	Soil and Plant Laboratory, Inc.
128-88/89	Public Works	Testing Engineers, Inc.
129-88/89	Public Works	American Red Cross-Golden Gate Chapter
130-88/89	Public Works	F.W. Associates, Inc.
131-88/89	SFUSD	Harvey Hacker Architects
132-88/89	SFUSD	Williamson Engineering, Inc.
133-88/89	Controller	Data Processing & Accounting Services
134-88/89	Airport	Oldknow & Young Associates, Inc.
135-88/89	Public Health	Women's Institute for Mental Health
136-88/89	Public Health	Zahra Heyat, M.D.
137-88/89	Public Health	Visiting Nurses & Hospice of S.F.
138-88/89	Public Health	Center for Human Development, Inc.
139-88/89	Public Health	Haight Ashbury Free Clinics, Inc. - Haight Ashbury Alcohol Treatment Services
140-88/89	Public Health	Northern California Ambulatory Health Services, Children's Hospital
141-88/89	Public Health	Regents of the University of California/SFGH Ward
142-88/89	Public Health	The Salavation Army, A California Corporation
143-88/89	Public Health	Walden House, Inc.
144-88/89	Public Health	Multicultural Training Resource Center, Inc.
145-88/89	Public Health	Pacific Mental Health Service, Inc.
146-88/89	Port	Holzmueller Productions
147-88/89	Public Library	Friends of the San Francisco Public Library
148-88/89	Public Library	Pat Schultz
149-88/89	Art Commission	Steve Gillman
150-88/89	Social Services	Hamilton Family Center
151-88/89	Social Services	Dolores Housing, Inc.
152-88/89	Social Services	Children's Council of S.F.
153-88/89	Social Services	Catholic Youth Organization





CLASSIFICATION MATTERS (cont.)

1185-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
154-88/89	Sheriff	Stan Griffis
155-88/89	Sheriff	Maxine D. Gerritsen
156-88/89	Rec. & Park	Robert Hansen Golden Gate Park
157-88/89	Airport	Hardy & Associates, Inc.
158-88/89	Retirement	Alexander & Alexander
159-88/89	Retirement	Capital Guardian Trust Co.
160-88/89	Retirement	Oeschle International Advisors
161-88/89	Retirement	First Chicago Investment Advisors
162-88/89	Retirement	Hanson Investment Management Company
163-88/89	Retirement	Axe Core Investors
164-88/89	Retirement	Bankers Trust Company
165-88/89	Retirement	Nicholas-Applegate Capital Management
166-88/89	Retirement	George B. Springman, Inc.
167-88/89	Retirement	McCullogh, Andrews & Cappiello, Inc.
168-88/89	Retirement	Warburg Investment Management International
169-88/89	Retirement	Scudder, Stevens & Clark
170-88/89	Retirement	Furman Selz Capital Management, Inc.
171-88/89	Retirement	MacKay Shields Financial Corporation
172-88/89	Retirement	Callan & Associates
173-88/89	Retirement	First Chicago Investment Advisors
174-88/89	Retirement	Morgan Grenfell Investment Service Ltd.
175-88/89	Retirement	Pension Realty Advisors, Inc.
176-88/89	Retirement	Warren, McVeigh, Griffin & Savage, Inc.
177-88/89	Retirement	Gifford Fong & Associates
178-88/89	Retirement	Miller, Anderson & Sherrerd
179-88/89	Retirement	Caywood Christian Capital Management
180-88/89	Retirement	TCW Asset Management Company
181-88/89	Retirement	Axe-Hourhton Management, Inc.



CLASSIFICATION MATTERS (cont.)

1185-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
182-88/89	Retirement	Spilsted & Associates
183-88/89	Mayor	Reeves Consulting Services
184-88/89	Civil Service Commission	Carl Holmes & Associates
Action:	<ol style="list-style-type: none"><li>1. Contract 129-88/89 over to the meeting of October 3, 1988.</li><li>2. Adopt balance of staff report; notify the offices of the Controller and the Purchaser.</li></ol>	

1188-88 Request to establish a new exempt classification of Assistant Deputy Chief II for the Fire Department. (Calendar Item No. 12)

- Action: Adopt staff report.
1. Establish a new classification of H51 Assistant Deputy Chief II (\$2658B2658). Class specification as detailed in the staff report.
  2. Allocate one position approved in the budget as H50 Assistant Chief of Department (\$2657B2657) to the new class.
  3. Recommend the new rank to be exempt from Civil Service provisions of the Charter pursuant to Section 3.540.
  4. Advise the Department to submit a supplemental appropriation request.
  5. Amend Section 31/03/00/7115/01001/530030/000/00/002 of the Annual Salary Ordinance accordingly.

1189-88 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project series, to employ an individual to perform specialized accounting analysis. (Calendar Item No. 13)

- Action: Adopt staff report; approve use of a Class 9746 Staff Assistant VII, Special Project (\$2,066 BW) through June 30, 1989 to employ an individual to perform accounting analysis at San Francisco General Hospital.

1190-88 Classification of new positions in the 1988-89 Budget. (Calendar Item No. 9)

- Action: Adopt staff report; allocate new positions to recommended classifications; defer classification action on positions designated with symbol "SC."

COMPENSATION MATTERS

2182-88 Request for authority to conduct a salary survey for Salary Standardization for Miscellaneous employees pursuant to Charter Section 8.400, 8.401 and 8.407 for Fiscal Year 1989-90. (Calendar Item No. 15)



COMPENSATION MATTERS (cont.)

2182-88  
(cont.)

- Action: Adopt staff report.
1. Authorize the conduct of a salary survey for Salary Standardization for Fiscal Year 1989-90.
  2. Request that the Board of Supervisors authorize expenditure of the necessary funds to conduct the salary survey.
  3. Advise the Board of Supervisors that the final salary recommendations will be forwarded to the Board circa mid-March, 1989.

2183-88 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 8)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2184-88 Request for appointment above the entrance rate for various employees. (Calendar Item No. 7)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Pamela Levesque 1110 Executive Assistant to the General Manager, Retirement System	Retirement	5	5
Diane Mosbacher 2232 Senior Physician Specialist	Public Health	2	2
Harry Dorfman 8176 Trial Attorney Civil & Criminal	District Attorney	5	5
Jeffrey Ross 8176 Trial Attorney Civil & Criminal	District Attorney	5	5
Diane Knoles 8176 Trial Attorney Civil & Criminal	District Attorney	5	5
Marianne Barrett 8176 Trial Attorney Civil & Criminal	District Attorney	5	5
Laura Meyers 8176 Trial Attorney Civil & Criminal	District Attorney	5	5
Cynthia Johns 8176 Trial Attorney Civil & Criminal	District Attorney	5	5
Francis Fernandez 8178 Senior Attorney Civil & Criminal	City Attorney	3	3
Geoffrey Spellberg 8178 Senior Attorney Civil & Criminal	City Attorney	2	2



COMPENSATION MATTERS (cont.)

2184-88  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Irene F. Rapoza 8124 Investigator, Office of Citizen Complaints	Police	2	2
Barbara Sutton 2322 Head Nurse	Public Health	5	5
Melvyn Lippman 2806 Disease Control Investigator	Public Health	3	3
Julie Robbins 2920 Medical Social Worker	Public Health	5	5
Thomas Rivard 6120 Environmental Health Inspector	Public Health	5	5
Charles Ng 5210 Senior Civil Engineer	Public Works	5	5
John Deakin 1888 Manager, Bureau of Energy Conservation	Public Utilities Commission	2	2
Kenneth Jew 5210 Senior Civil Engineer	Public Utilities Commission	4	4

Action: Adopt staff report.

EXAMINATION MATTERS

3142-88 Policy statement regarding continuous/standardized written examinations. (Calendar Item No. 19)

Action: Adopt staff report; adopt policy statement regarding continuous/standardized written examinations.

IN-SERVICE MATTERS

4844-88 Appeal of Ben Lau requesting reconsideration of lay-off from Class 3418 Gardener Assistant Supervisor. (Calendar Item No. 18)

Action: Adopt staff report.

4845-88 Review of new personnel requisitions with Special Qualifications or Skills and Authorization for Exception to the Order of Lay-Off if Such Positions are Subject to Displacement. (Calendar Item No. 14)

Action: Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if position requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 19, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Albert C. Arca, 9163 Transit Operator, 326/E-113, Public Utilities Commission, San Francisco Municipal Railway, 8/10/88. (Calendar Item No. 26) (7)

Action: Over to the meeting of November 21, 1988 at the request of the Transport Workers Union.

Victor Arteaga, 9163 Transit Operator, 350/E-113, Public Utilities Commission, San Francisco Municipal Railway, 4/19/88. (Calendar Item No. 24) (4)

June 20, 1988: Over to the meeting of September 19, 1988 at the request of the Transport Workers Union.

Action: Over to the meeting of November 21, 1988 at the request of the Transport Workers Union.

Chinedu Chuku, 9116 Senior Fare Collections Receiver, 3/CPE-4, Public Utilities Commission, Bureau of Finance, 7/26/88. (Calendar Item No. 21) (5)

August 1, 1988: Over to the meeting of August 15, 1988 at the request of the Public Utilities Commission:

August 15, 1988: Over to the meeting of September 19, 1988 to provide EEO Unit with time to prepare investigative report on discrimination complaint and to relay findings to the Commission in advance of meeting of September 19, 1988. Public Utilities Commission to notify all individuals who have information on this matter to be in attendance. Mr. Chuku will provide list of his witnesses to department.

Action: Over to the meeting of October 3, 1988 at the joint request of Mr. Chuku's attorney and the Public Utilities Commission.

James E. Coleman, 9220 Airport Operations Supervisor, 4/P-3, Airports Commission, 6/15/88. (Calendar Item No. 32) (7)

July 18, 1988: Over to the meeting of August 1, 1988 at the request of the Airports Commission.

August 1, 1988: Over to the meeting of September 19, 1988 at the request of Mr. Coleman's attorney.

Action: No restrictions on future employment.



Joan Danielson, 8113 Court Clerk, 15/CPE-3, County Clerk, 8/19/88.  
(Calendar Item No. 23) (2)

Action: Dismiss from the Service. Cancel all current  
examination and eligibility status. Not to be employed  
again by the Office of the County Clerk.

Bobby L. Gardner, 1424 Clerk Typist, 3/CPE-243, Registrar, 9/7/88.  
(Calendar Item No. 25) (4)

Action: Over to the meeting of October 3, 1988 at the request of  
Local 790.

James Gutierrez, 7514 General Laborer, 147/E-5, Airports Commission,  
5/24/88. (Calendar Item No. 29) (7)

June 20, 1988: Over to the meeting of July 18, 1988 at Mr.  
Gutierrez's request.

July 18, 1988: Over to the meeting of August 1, 1988 at  
the request of the Airports Commission.

August 1, 1988: Over to the meeting of August 15, 1988 at  
Mr. Gutierrez's request.

August 15, 1988: Over to the meeting of September 19, 1988  
at the request of Mr. Gutierrez's attorney.

Action: Over to the meeting November 7, 1988 at the joint  
request of Mr. Gutierrez's attorney and the Airports  
Commission.

Alvin Horton, 2736 Porter, 89/E-52, Department of Public Health,  
Laguna Honda Hospital, 7/29/88. (Calendar Item No. 34) (7)

August 15, 1988: Over to the meeting of September 19, 1988  
at the request of the Department of Public  
Health.

Action: Over to the meeting of of October 3, 1988 at the request  
of Local 250.

John R. Inaudi, 7410 Automotive Service Worker, 40/E-7, Public  
Utilities Commission, San Francisco Municipal Railway, 6/10/88.  
(Calendar Item No. 28) (7)

July 18, 1988: Over to the meeting of August 1, 1988 at  
the request of the Public Utilities  
Commission.

August 1, 1988: Over to the meeting of September 19, 1988  
at Mr. Inaudi's request.

Action: Over to the meeting of November 21, 1988 at Mr. Inaudi's  
request.



Mary Lintz, 2302 Orderly, 8/E-318, Department of Public Health, Laguna Honda Hospital, 7/27/88. (Calendar Item No. 33) (7)

August 15, 1988: Over to the meeting of September 19, 1988 at the request of the Department of Public Health.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

James McGovern, 7345 Electrician, 8/E-9, Public Utilities Commission, San Francisco Municipal Railway, 5/24/88. (Calendar Item No. 27) (7)

June 20, 1988: Over to the meeting of August 1, 1988 at Mr. McGovern's request.

August 1, 1988: Over to the meeting of August 15, 1988 at Mr. McGovern's request.

August 15, 1988: Over to the meeting of September 19, 1988 at the request of Mr. McGovern's attorney.

Action: Over to the meeting of October 17, 1988 at the request of Mr. McGovern's attorney.

Ruth Moncayo, 1424 Clerk Typist, 56/E-4, Department of Public Health, San Francisco General Hospital Medical Center, 8/4/88. (Calendar Item No. 30) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Asuquo Nkop, 1404 Clerk, 7/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 4/22/88. (Calendar Item No. 31) (7)

June 6, 1988: Over to the meeting of July 18, 1988 at Mr. Nkop's request.

July 18, 1988: Over to the meeting of August 1, 1988 at Mr. Nkop's request.

August 1, 1988: Over to the meeting of August 15, 1988 at the request of Local 790.

August 15, 1988: Over to the meeting of September 19, 1988 at the request of Local 790.

Action: Over to the meeting of October 3, 1988 at the request of Mr. Nkop's attorney.

Beverly Royal, 1426 Senior Clerk Typist, 8/CPE-155, Assessor's Office, Real Property Division, 8/23/88. (Calendar Item No. 22) (3)

Action: Off calendar at the request of the Assessor's Office.



INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 35)

None.

A D J O U R N M E N T





CITY AND COUNTY OF SAN FRANCISCO  
**Civil Service Commission**

Louis Hop Lee  
Carlota Texidor del Portillo  
Cleo Donovan  
A. Lee Munson

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

**MINUTES**

DOCUMENTS DEPT.

OCT 20 1988

SAN FRANCISCO  
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REGULAR MEETING - OCTOBER 17, 1988

PART I - 2 P.M.

Present: Commissioner Donovan  
Commissioner Lee  
Commissioner Munson  
Commissioner Texidor del Portillo

Commissioner Lee presided

MINUTES: Regular Meeting of October 3, 1988

Action: Approve.

**ANNOUNCEMENTS**

1. The Civil Service Commission met in Executive Session with the City Attorney today at 1:30 P.M. pursuant to Section 54956.9(a) of the Government Code of the State of California to discuss two matters of litigation. Present were Commissioners Donovan, Lee, Munson, and Texidor del Portillo.

The first item of discussion was the matter of Corriea versus the Civil Service Commission (Superior Court Number 837-759)

Action: Accept the decision of the Superior Court; direct the City Attorney not to appeal. (Vote of 4 to 0)

The second item of discussion was the matter of Loomis, et al. versus Silverman, et al. (Superior Court Number 811-096)

No action was taken.

2. The Commission announced that it was cancelling its meeting of November 21, 1988.

CLASSIFICATION MATTERS

- 1158-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

August 15, 1988: Contracts 101-88/89, 106-88/89, 107-88/89, and 108-88/89 over to the meeting of September 19, 1988.



CLASSIFICATION MATTERS (cont.)

1158-88  
(cont.)

September 19, 1988: Contract 107-88/89 over to the meeting of October 3, 1988 at the request of the Mayor's Budget Office.

October 3, 1988: Contract 107-88/89 over to the meeting of October 17, 1988 at the request of the Mayor's Budget Office.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
107-88/89	Public Works	Melvin Lee Associates

Action: Contract 107-88/89 over to the meeting of November 7, 1988.

1199-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

October 3, 1988: Contracts 207-88/89 and 209-88/89 over to the meeting of October 17, 1988 at the request of the Mayor's Budget Office.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
207-88/89	Public Works	Technical Roofing Services, Inc.
209-88/89	Public Works	O'Kelly & Schoenlank

Action:

1. Contract 209-88/89 over to the meeting of November 7, 1988.
2. Adopt staff report on Contract 207-88/89; notify the offices of the Controller and the Purchaser.

1204-88 Classification of a budgeted position in the Department of Public Health; establishing a new class of 2560 Rehabilitation Coordinator. (Calendar Item No. 8)

Action: Over to the meeting of November 7, 1988 at the request of Local 21.

1205-88 Classification of one new position for the San Francisco International Airport, Environmental Control Section. (Calendar Item No. 9)

Action: Adopt staff report.

1. Retitle and amend the specification for Class 9260 Airport Assistant General Manager, Planning and Development to Class 9260 Airport Assistant Deputy Director, Facilities Operations and Maintenance. Class specification as detailed in the staff report.
2. Allocate one position identified as A999 Assistant Deputy Director, Environmental Control (J Rate \$2178B2647) to Class 9260 Airport Assistant Deputy Director, Facilities Operations and Maintenance (Z Sch. 65.0 \$2178B2647).
3. Status of the one permanent incumbent and eligibles from List CPE-2 continues without change.
4. Hold an examination for the new position located in the Environmental Control Section.
5. Amend the Annual Salary Ordinance to reflect this action.



CLASSIFICATION MATTERS (cont.)

1208-88    Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
218-88/89	Airport	Are Inc.
219-88/89	Airport	Sear Brown Group
220-88/89	Arts Commission	Anne Wilhelen Smith
221-88/89	District Attorney	Adele Fenstermacher
222-88/89	Public Health	Haight Ashbury Free Clinics, Inc.
223-88/89	Public Health	Regents of the University of California Center on Deafness
224-88/89	Public Health	St. Vincent de Paul Society of S.F.
225-88/89	Public Health	Withbert Payne, CPA
226-88/89	Public Health	University of California, S.F.
227-88/89	Public Health	Ramsell Corporation
228-88/89	Public Utilities Commission	Dynasty Systems
229-88/89	Public Utilities Commission	R.C. Research
230-88/89	Public Utilities Commission	Information Systems Associates
231-88/89	Public Utilities Commission	Infomanage, Inc.
232-88/89	Public Works	Don Todd Associates, Inc.
233-88/89	Public Works	Bill Loughborough
234-88/89	Social Services	International Institute of S.F.
235-88/89	Public Works	F.W. Associates
Action:	1.	Contracts 218-88/89 and 227-88/89 over to the meeting of November 7, 1988.
	2.	Adopt balance of staff report; notify the offices of the Controller and the Purchaser.

1209-88    Request to make a temporary exempt appointment in a new Class A610 Information Services Director per Charter Section 8.300(5). (Calendar Item No. 10)

Action:    Adopt staff report.

1.    Approve an exempt appointment to a position in the new Class A610 Information Services Director, in accordance with Charter Section 8.300(5) for a period of one year pending formal classification and examination action.
2.    Approve an exempt appointment to the position at the fifth step (\$2933) of the range for Class A610 per Section VII A.3 of the Salary Standardization Ordinance.



CLASSIFICATION MATTERS (cont.)

1212-88 Classification of positions in various City departments.  
(Calendar Item No. 7)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Treasurer/Tax Collector	1	1650 Accountant (Sch. 46.8 \$908B1099)	Same
Police	1	1454 Executive Secretary III (Sch. 50.3 \$1073B1298)	1450 Executive Secretary I Sch. 47.9 \$956B1158
Port	1	7215 General Laborer Supervisor I (Sch. 50.2 \$1067B1291)	7220 Asphalt Finisher Supervisor I Sch. 55.7 \$1388B1682
	1	7514 General Laborer (Sch. 47.8 \$952B1152)	3417 Gardener Sch. 49.7 \$1042B1261
Recreation and Park	4	3417 Gardener (Sch. 49.7 \$1042B1261)	Same
	1	3418 Gardener Assistant Supervisor (Sch. 52.7 \$1203B1457)	Same
Social Services	4	1426 Senior Clerk Typist (Sch. 44.0 \$796B961)	Same
	18	2910 Social Worker (Sch. 47.0 \$916B1109)	Same
	1	2911 Eligibility Appeals Specialist (Sch. 48.1 \$966B1169)	Same
	3	2914 Social Work Supervisor (Sch. 51.5 \$1136B1375)	Same
Public Health Central Office	1	1663 Patient Accounts Supervisor (Sch. 52.1 \$1169B1414)	1662 Patients Accounts Assistant Supervisor Sch. 49.7 \$1042B1261
Public Health S.F. General Hospital	1	2112 Medical Records Technician (Sch. 47.2 \$925B1120)	Same
Public Works	1	5366 Engineering Associate II (Sch. 54.8 \$1329B1611)	Same
	1	5232 Senior Traffic Engineer (Sch. 63.3 \$2004B2435)	Same
	1	5210 Senior Civil Engineer (Sch. 63.3 \$2004B2435)	Same
Public Utilities Commission	1	1806 Senior Statistician (Sch. 53.6 \$1255B1520)	Same

Action: Adopt staff report.





### CLASSIFICATION MATTERS (cont.)

1213-88 Classification of two budgeted positions for the Bureau of Energy Conservation, Public Utilities Commission. (Calendar Item No. 11)

Action: Adopt staff report.

1. Establish the new classifications 5606 Energy Specialist (J,Z Sch. 53.2 \$1232B1491) and 5608 Senior Energy Specialist (J,Z Sch. 56.2 \$1421B1723). Class specification as detailed in the staff report.
2. Classify one position approved in the Budget as A834 Energy Manager II (J \$1232B1491) to the new classification 5606 Energy Specialist.
3. Classify one position approved in the Budget as A838 Energy Manager III (J \$1545B1878) to the new classification 5608 Senior Energy Specialist.

1214-88 Survey of ten positions in the San Francisco Fire Department, Division of Training. (Calendar Item No. 12)

Action: Adopt staff report.

1. Establish a new classification of H-28 Lieutenant, Division of Training (J \$1914B1914). Class Specification as detailed in the staff report.
2. Allocate seven positions requested in a supplemental appropriation as H-29 Special Services Officer (J \$1914B1914) to the new class.
3. Authorize the new rank to be exempt from civil service provisions of the Charter pursuant to Section 3.540.
4. Establish a new classification of H-39 Captain, Division of Training (J \$2297B2297). Class specification as detailed in the staff report.
5. Allocate two positions requested in a supplemental appropriation as A885 Captain, Special Services Officer (J, \$2297B2297) to the new class.
6. Authorize the new rank to be exempt from civil service provisions of the Charter pursuant to Section 3.540.
7. Classify one position in H-50 Assistant Chief (\$2657B2657) in a supplemental appropriation as requested.
8. Amend Section 31/03/00/1316/01001/530139/000/00/001 of the Annual Salary Ordinance administratively.

### COMPENSATION MATTERS

2185-88 Appeal of staff decision regarding the interpretation of Section 11.A.3.(F) of the Salary Standardization Ordinance. (Calendar Item No. 17)

Action: Over to the meeting of November 7, 1988 by Commission action.



### EXAMINATION MATTERS

3147-88 Request for reconsideration of staff's denial of appeal of rejection of application for Class 1684 Associate Auditor examination. (Calendar Item No. 18)

Action: Grant appeal of Paul M. Haynes; find qualified for this examination in Class 1684 Associate Auditor.

3533-88 Protest of examination for Class 2248 Assistant Director of Clinical Services II, Adult Services, Mental Health Programs. (Calendar Item No. 19)

Action: Over to the meeting of November 7, 1988 at the request of the Department of Public Health.

### IN-SERVICE MATTERS

4914-88 Review of new personnel requisitions with Special Qualifications or Skills and Authorization for Exception to the Order of Lay-Off if Such Positions are Subject to Displacement. (Calendar Item No. 13)

Action: Adopt staff report; authorize exception to the order of lay-off pursuant to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to Order of Lay-Off, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4915-88 Proposed Civil Service Department Policy on Regulating Smoking in Public Areas. (Calendar Item No. 14)

Action: Adopt Policy on Regulating Smoking in Public Areas implementing the provisions of the San Francisco Municipal Code Article 19C, regulating smoking in public places and in Health, Educational and Child Care facilities.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 17, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Robert D. McGriff, H-2 Firefighter, 461/E-25, San Francisco Fire Department, 8/9/88. (Calendar Item No. 22) (7)

October 3, 1988: Over to the meeting of October 17, 1988 at the request of the San Francisco Fire Department.

Action: Over to the meeting of November 7, 1988 at the request of Mr. McGriff's attorney.

James McGovern, 7345 Electrician, 8/E-9, Public Utilities Commission, San Francisco Municipal Railway, 5/24/88. (Calendar Item No. 21) (7)

June 20, 1988: Over to the meeting of August 1, 1988 at Mr. McGovern's request.

August 1, 1988: Over to the meeting of August 15, 1988 at Mr. McGovern's request.

August 15, 1988: Over to the meeting of September 19, 1988 at the request of Mr. McGovern's attorney.

September 19, 1988: Over to the meeting of October 17, 1988 at the request of Mr. McGovern's attorney.

Action: Over to the meeting of November 7, 1988 at the request of Mr. McGovern's attorney.

George Wilson, 2905 Senior Eligibility Worker, 58/CPE-5, Department of Social Services, 9/8/88. (Calendar Item No. 23) (7)

Action: Off calendar at Mr. Wilson's request. Mr. Wilson to remain ineligible for all employment with the City and County of San Francisco pending final Commission action on this matter. Either Mr. Wilson or the Civil Service Commission Equal Employment Opportunity Unit to advise the Assistant Secretary when the matter is to be recalendared.

INDIVIDUALS' REQUESTS TO SPEAK

None.

A D J O U R N M E N T





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Louis Hop Lee  
Carlota Texidor del Portillo  
Cleo Donovan  
A. Lee Munson

President  
Vice President  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## SPECIAL MEETING MINUTES

OCTOBER 17, 1988

ROOM 282, SECOND FLOOR, CITY HALL

2 P.M.

Present: Commissioner Donovan  
Commissioner Lee  
Commissioner Munson  
Commissioner Texidor del Portillo

Commissioner Lee presided

### CLASSIFICATION MATTERS

Rescission of Civil Service Commission action of August 27, 1982 pursuant to Writ of Mandate in the matter of Loomis, et al. versus Silverman, et al. (Superior Court No. 811-096).

### EXCERPT FROM CSC MINUTES OF AUGUST 27, 1982

- 1441-82 Status grants for employees in Classes 2526 Ambulance Driver and 2528 Medical Steward. (Calendar Item No. 1)
- August 2, 1982: Over to the meeting of August 16, 1982.
- August 16, 1982: Over to the Special Meeting of August 27, 1982.
- August 27, 1982:
1. Grant status to Class 7355 Truck Driver and Class 9163 Transit Operator to those employees who began employment without paramedic certification, never obtained such certification, and are unable to obtain such certification prior to June 30, 1984.
  2. Salary in the class to which assigned by status will be at the step in the compensation schedule of the new class which corresponds most closely to the salary of the employee at the time of status assignment.
  3. A probationary period in the new class will not be required.





1441-82  
(cont.)

4. The Commission stipulated that it did not act on the group to whom status should be given previously but determined that group at this meeting.
5. The Commission stipulated that it would investigate unresolved allegations of bias during the paramedic certification process pursuant to its investigatory authority under Charter Sections 3.661 and 8.341.

Action: Rescind action of August 27, 1982 regarding status grants to employees in Class 2526 Ambulance Driver and Class 2528 Medical Steward pursuant to the Writ of Mandate in the matter of Loomis, et al. versus Silverman, et al.





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Louis Hop Lee  
Carlota Texidor del Portillo  
Cleo Donovan  
Grant S. Mickins  
A. Lee Munson

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

\*AMENDED

REGULAR MEETING - NOVEMBER 7, 1988

DOCUMENTS DEPT.

PART I - 2 P.M.

NOV 15 1988

SAN FRANCISCO  
PUBLIC LIBRARY

PRESENT: Commissioner Lee  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo

(Items Missed: 26 and 29)

\*EXCUSED: Commissioner Donovan

Commissioner Lee presided

MINUTES: A. Regular Meeting of October 17, 1988  
B. Special Meeting of October 17, 1988

Action: Approve.

### ANNOUNCEMENTS:

The Civil Service Commission has cancelled its meeting of Monday, November 21, 1988. The Commission will meet as regularly scheduled on Monday, December 5, 1988.

### CLASSIFICATION MATTERS

1158-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

August 15, 1988: Contracts 101-88/89, 106-88/89, 107-88/89, and 108-88/89 over to the meeting of September 19, 1988.

September 19, 1988: Contract 107-88/89 over to the meeting of October 3, 1988 at the request of the Mayor's Budget Office.

October 3, 1988: Contract 107-88/89 over to the meeting of October 17, 1988 at the request of the Mayor's Budget Office.

October 17, 1988: Contract 107-88/89 over to the meeting of November 7, 1988.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
107-88/B9	Public Works	Melvin Lee Associates

Action: Over to the meeting of December 5, 1988.



CLASSIFICATION MATTERS (cont.)

1199-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

October 3, 1988: Contracts 207-88/89 and 209-88/89 over to the meeting of October 17, 1988 at the request of the Mayor's Budget Office.

October 17, 1988: Contract 209-88/89 over to the meeting of November 7, 1988.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
209-88/89	Public Works	O'Kelly & Schoenlank

Action: Over to the meeting of December 5, 1988.

1204-88 Classification of a budgeted position in the Department of Public Health; establishing a new class of 2560 Rehabilitation Coordinator. (Calendar Item No. 8)

October 17, 1988: Over to the meeting of November 7, 1988 at the request of Local 21.

Action: Over to the meeting of December 5, 1988 at the request of the Department of Public Health.

1208-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

October 17, 1988: Contracts 218-88/89 and 227-88/89 over to the meeting of November 7, 1988.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
218-88/89	Airport	Are Inc.
227-88/89	Public Health	Ramsell Corporation

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1222-88 Appeal of the decision of the General Manager, Personnel regarding the lay-off of Mary Ann McGuire from Class 2370 Director of Nursing, San Francisco General Hospital to Class 2368 Assistant Director of Nurses, San Francisco General Hospital. (Calendar Item No. 21)

Action:

1. Adopt staff report; deny appeal of Mary Ann McGuire.
2. The General Manager, Personnel to explore with the Director of Health other possibilities for status assignment of Ms. McGuire and to report back to the Commission on December 5, 1988.

1224-88 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 7)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
236-88/89	Adult Probation	L. Larry Mehl



1224-88  
(cont.)

CLASSIFICATION MATTERS (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
237-88/89	Airport	Takahashi Consulting Engineers, Inc.
238-88/89	Board of Supervisors	BBC Associates
239-88/89	Controller	G.E. Consulting, Inc.
240-88/89	Controller	On-Line Business Systems, Inc.
241-88/89	Public Health	Crestwood Hospitals, Inc.
242-88/89	Public Health	Efficient Medical Transportation
243-88/89	Public Health	Westside Community Mental Health Center, Inc.
244-88/89	Public Health	PSP Information Group, Inc.
245-88/89	Public Health	Polaris Research & Development
246-88/89	Public Health	Paul Gibson
247-88/89	Public Health	Damon Clinical Laboratories
248-88/89	Public Health	California Public Health Foundation
249-88/89	Public Utilities Commission	H-Co Inc.
250-88/89	Public Works	Geo/Resource Consultants, Inc.
251-88/89	Public Works	K.N. Tuan and Associates
252-88/89	Public Works	Appintec
253-88/89	Public Works	Consulting Cost Estimators
254-88/89	Public Works	Marion Cerbato & Tomasi
255-88/89	Public Works	AGS, Inc.
256-88/89	Public Works	EIP Associates
257-88/89	Public Works	Flow Science Incorporated
258-88/89	Public Works	Parsons Brinckerhoff Quade & Douglas, Inc.
259-88/89	Public Works	SAIC
260-88/89	Public Works	American Training Systems
261-88/89	Real Estate	Clifford, Tattershall Inc.
262-88/89	Real Estate	Mill-Carneghi-Bautovich
263-88/89	SFUSD	Clark and Yates Associates
264-88/89	SFUSD	Kwan & Associates
265-88/89	Social Services	S.F. Community College District
266-88/89	Social Services	Private Industry Council of S.F.





CLASSIFICATION MATTERS (cont.)

1224-88  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
267-88/89	Social Services	Polaris Research & Development.
Action:	<ol style="list-style-type: none"> <li>1. Contracts 244-88/89, 251-88/89, and 254-88/89 over to the meeting of December 5, 1988.</li> <li>2. Adopt staff report on all other contracts; notify the offices of the Controller and the Purchaser.</li> </ol>	

1225-88 Request to establish the new class of 8216 Senior Parking Control Officer in the Police Department. (Calendar Item No. 11)

- Action: Adopt staff report.
1. Establish the new classification of 8216 Senior Parking Control Officer (J, \$96681169). Class specification as detailed in the staff report.
  2. Allocate fifteen positions approved in the Budget as A881 Senior Parking Control Officer to the new class.
  3. Amend Section 38/02/52/1456/01001/582338/000/00/001 of the Annual Salary Ordinance administratively.
  4. Advise the Civil Service Examination Unit to administer an examination for the classification.

1226-88 Survey of Dispatcher positions in the Public Utilities Commission, Water Department. (Calendar Item No. 12)

- Action: Adopt staff report.
1. Establish a new classification of 1704 Communications Dispatcher I (J, Sch. 42.1 \$7288878). Class specification as detailed in the staff report.
  2. Establish a new classification of 1705 Communications Dispatcher II (J, Sch. 44.0 \$7968961). Class specification as detailed in the staff report.
  3. Reclassify four (4) 1706 Telephone Operator positions to Class 1704 Communications Dispatcher I.
  4. Reclassify four (4) 1708 Senior Telephone Operator positions to Class 1705 Communications Dispatcher II.
  5. Grant status to permanent incumbents in Class 1706 and 1708 positions in the Water Department who have two years of experience in these positions effective January 1, 1989.

1227-88 Classification of positions in various City departments. (Calendar Item No. 9)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Controller	1	1780 Assistant Chief Computer Operations (Sch. 58.7 \$1603B1946)	Same



1227-88  
(cont.)

CLASSIFICATION MATTERS (cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Port	1	9391 Public Relations Representative, Port of San Francisco (Sch. 54.8 \$1329B1611)	Same
Public Health/ Laguna Honda Hospital	1	1430 Transcriber Typist (Sch. 44.0 \$796B961)	Same
S.F. Unified School District	1	1240 Assistant Personnel Analyst (Sch. 49.2 \$1018B1232)	Same
	1	1314 Public Relations Officer (Sch. 54.8 \$1329B1611)	Same
	2	1426 Senior Clerk Typist (Sch. 44.0 \$796B961)	Same
	2	1446 Secretary II (Sch. 46.0 \$874B1057)	Same
	1	1650 Accountant (Sch. 46.8 \$908B1099)	Same
	1	1807 MIS Technician II (Sch. 43.2 \$766B925)	Same
	1	1824 Principal Administrative Analyst (Sch. 59.7 \$1682B2043)	Same
	1	2978 Contract Compliance Officer II (Sch. 62.7 \$1946B2365)	Same
	1	5208 Civil Engineer (Sch. 60.3 \$1731B2104)	Same
	1	5210 Senior Civil Engineer (Sch. 63.3 \$2004B2435)	Same
	1	5254 Associate Mechanical Engineer (Sch. 57.3 \$1499B1818)	Same
	1	5266 Architectural Associate II (Sch. 57.2 \$1491B1809)	Same
	1	5270 Senior Architect (Sch. 60.8 \$1773B2156)	Same
Sheriff	13	8304 Deputy Sheriff (Sch. 51.1 \$1114B1349)	Same
	3	8308 Sheriff's Sergeant (Sch. 55.2 \$1355B1642)	Same
	2	8310 Sheriff's Lieutenant (Sch. 58.0 \$1550B1881)	Same
PUC/MUNI	1	9141 Transit Manager II (Sch. 59.9 \$1598B2063)	Same



CLASSIFICATION MATTERS (cont.)

1227-88  
(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
PUBLIC HEALTH/ CMHS	1	1446 Secretary II (Sch. 46.0 \$87481057)	2110 Medical Records Clerk Sch. 44.7 \$8228994 (Entrance at Step 3)

Action: Adopt staff report.

COMPENSATION MATTERS

2185-88 Appeal of staff decision regarding the interpretation of Section II.A.3.(F) of the Salary Standardization Ordinance. (Calendar Item No. 20)

October 17, 1988: Over to the meeting of November 7, 1988 by Commission action.

Action: Adopt staff report; affirm original staff decision.

2218-88 Request for appointment above the entrance rate for various employees. (Calendar Item No. 10)

<u>NAME AND TITLE</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Jane Gorai 8176 Trial Attorney	City Attorney	2	2
Francis Fernandez 8178 Senior Attorney	City Attorney	4	4
Robert Evans 8178 Senior Attorney	Public Defender	3	3
Michael Sheltzer 8174 Attorney	Public Defender	2	2
Martin Slater 9206 Airport Property Specialist I	Airport	5	5
Odelia Brown 2230 Physician Specialist	Fire	5	5
James Pointer 2230 Physician Specialist	Public Health	5	5
Alan Lifson 2232 Senior Physician Specialist	Public Health	4	4
John Fong 5202 Junior Civil Engineer	Public Utilities Commission	5	5
Martell Bass 1424 Clerk Typist	Public Utilities Commission	5	5

Action: Adopt staff report.



COMPENSATION MATTERS (cont.)

2219-88 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 13)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3148-88 Appeal of staff denial of the protest of the oral examination for Class 9155 Claims Investigator. (Calendar Item No. 22)

Action: Adopt staff report; deny appeal of James A. Bryant.

3533-88 Protest of examination for Class 2248 Assistant Director of Clinical Services II, Adult Services, Mental Health Programs. (Calendar Item No. 19)

October 17, 1988: Over to the meeting of November 7, 1988 at the request of the Department of Public Health.

Action: Adopt staff report.

1. Cancel examination for Class 2248 Assistant Director of Clinical Services II, Adult Services, Mental Health Programs.
2. Department of Public Health, Decentralized Civil Service Unit to develop and administer new examination under the direct supervision of Civil Service Commission staff.
3. New examination to be expedited.

3535-88 Appeal of background rejection for Class 8304 Deputy Sheriff by Mark Osuna. (Calendar Item No. 23)

Action: Over to the meeting of December 5, 1988 at Mr. Osuna's request.

IN-SERVICE MATTERS

4941-88 Review of new personnel requisitions with Special Qualifications or Skills and Authorization for Exception to the Order of Lay-Off if Such Positions are Subject to Displacement. (Calendar Item No. 14)

Action: Over to the meeting of December 5, 1988 at the request of Local 790.





IN-SERVICE MATTERS (cont.)

4946-88 From the San Francisco Fire Commission: Request for ratification of amendments to Article 38 of the San Francisco Fire Department's Rules and Regulations governing Sick and Disability Rules. (Calendar Item No. 15)

Action: Post proposed amendments for adoption at the Civil Service Commission meeting of December 5, 1988.

4962-88 Proposed amendments to Civil Service Commission Rule 22 - Leaves of Absence, to implement the "Pilot Project" at San Francisco General Hospital Medical Center, Department of Public Health, for certain employees in Class 2320 Registered Nurse. (Calendar Item No. 16)

Action: Post proposed amendments for adoption at the Civil Service Commission meeting of December 5, 1988.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 7, 1988

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Ron Bussey, 2302 Orderly, 80/E-312, Department of Public Health,  
Laguna Honda Hospital, 10/3/88. (Calendar Item No. 33) (7)

Action: Over to the meeting of December 5, 1988 at the request  
of the Department of Public Health.

Clifford Cannon-Cin, 8113 Court Clerk, 2/CPE-3, County Clerk,  
8/26/88. (Calendar Item No. 27) (2)

Action: Off calendar at the request of the Civil Service  
Commission EEO Unit. Mr. Cannon-Cin to remain  
ineligible for all employment with the City and County  
of San Francisco pending final resolution of this matter.

Dolly C. Fong, 1424 Clerk Typist, 4/CPE-236, Airports Commission,  
9/26/88. (Calendar Item No. 29) (6)

Action: Accept the resignation as certified. Cancel all current  
examination and eligibility status. Future employment  
subject to review and approval of the General Manager,  
Personnel after satisfactory completion of one year's  
work experience outside the City and County service.  
Not to be employed again by the Airports Commission.

James Gutierrez, 7514 General Laborer, 147/E-5, Airports Commission,  
5/24/88. (Calendar Item No. 30) (7)

June 20, 1988: Over to the meeting of July 18, 1988 at Mr.  
Gutierrez's request.

July 18, 1988: Over to the meeting of August 1, 1988 at  
the request of the Airports Commission.

August 1, 1988: Over to the meeting of August 15, 1988 at  
Mr. Gutierrez's request.

August 15, 1988: Over to the meeting of September 19, 1988  
at the request of Mr. Gutierrez's attorney.

September 19, 1988: Over to the meeting November 7, 1988 at the  
joint request of Mr. Gutierrez's attorney  
and the Airports Commission.

Action: Off calendar. Mr. Gutierrez or his attorney to notify  
the Assistant Secretary when prepared to proceed. To  
remain ineligible for all employment with the City and  
County of San Francisco pending final resolution of this  
matter.



June Mar, 2426 Radiologic Technologist II, 17/CPE-1, Department of Public Health, Laguna Honda Hospital, 7/5/88. (Calendar Item No. 28) (6)

October 3, 1988: Over to the meeting of November 7, 1988 at Ms. Mar's request.

Rec: Over to the meeting of December 5, 1988 at the request of the Department of Public Health.

James McGovern, 7345 Electrician, 8/E-9, Public Utilities Commission, San Francisco Municipal Railway, 5/24/88. (Calendar Item No. 32) (7)

June 20, 1988: Over to the meeting of August 1, 1988 at Mr. McGovern's request.

August 1, 1988: Over to the meeting of August 15, 1988 at Mr. McGovern's request.

August 15, 1988: Over to the meeting of September 19, 1988 at the request of Mr. McGovern's attorney.

September 19, 1988: Over to the meeting of October 17, 1988 at the request of Mr. McGovern's attorney.

October 17, 1988: Over to the meeting of November 7, 1988 at the request of Mr. McGovern's attorney.

Action: Off calendar. Mr. McGovern or his attorney to notify the Assistant Secretary when prepared to proceed. To remain ineligible for all employment with the City and County of San Francisco pending final resolution of this matter.

Robert D. McGriff, H-2 Firefighter, 461/E-25, San Francisco Fire Department, 8/9/88. (Calendar Item No. 31) (7)

October 3, 1988: Over to the meeting of October 17, 1988 at the request of the San Francisco Fire Department.

October 17, 1988: Over to the meeting of November 7, 1988 at the request of Mr. McGriff's attorney.

Action: Over to the meeting of December 5, 1988 at the request of Mr. McGriff's attorney.

Charles Rochell, 2708 Custodian, 14/E-2, San Francisco Community College District, College Division, 10/6/88. (Calendar Item No. 25) (3)

Action: Over to the meeting of December 5, 1988 at Mr. Rochell's request.

Stephen P. Wong, 2736 Porter, 52/E-56, Department of Public Health, Laguna Honda Hospital, 10/8/88. (Calendar Item No. 26) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.



INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 34)

None.

A D J O U R N M E N T











